



PAM BONDI
ATTORNEY GENERAL
STATE OF FLORIDA

OFFICE OF THE ATTORNEY GENERAL
Law Enforcement Relations,
Victim Services and
Criminal Justice Programs

Emery A. Gainey, Director
PL-01 The Capitol
Tallahassee, FL 32399-1050
Phone (850) 245-0140 Fax (850) 487-2564
<http://www.myfloridalegal.com>

July 21, 2011

The Honorable Pam Bondi
Attorney General
PL-01, The Capitol
Tallahassee, FL 32399-1050

Dear Attorney General Bondi:

In April 2011, within three months of taking office, you directed your Inspector General and other staff to conduct a full audit of the Heartland Crime Stoppers program based on their questionable financial activity and management. The enclosed report contains five years worth of information about the Heartland Crime Stoppers program based on staff's thorough review. The Heartland Crime Stoppers Board of Directors is responsible for the management and operation of the program. Therefore, the majority of the findings and recommendations contained in this report directly relate to the lax oversight and irresponsible management of the Heartland Crime Stoppers by the Board of Directors.

The Heartland Crime Stoppers, formally known as Polk County Crime Stoppers, Inc., is a 501(c)(3) not-for-profit organization that is managed by a Board of Directors comprised of community members. The entity operates under letters of authorization from the Polk County Board of County Commissioners, Highland County Board of County Commissioners, and Hardee County Board of County Commissioners.

During the review, the Attorney General's Office discovered that the Heartland Crime Stoppers program had done the following over the past five years:

- Violated the annual contract agreements due to poor record keeping, including the failure to maintain all copies of financial records.
- Failed to use the "TipSoft" software package that was purchased for assisting with record keeping and recommended reward payments.
- Submitted duplicate invoices for reimbursement that had already been paid and overbilled the Attorney General's Office and Polk County Sheriff's Office in excess of \$32,000.

- Failed to pay bills on or before the due dates, even though reimbursement had been requested from and in some instances paid by the Attorney General's Office.
- Failed to follow specified contractual bidding processes.
- Channeled over \$400,000 to businesses owned by a former brother-in-law and/or other related parties without following specified bidding procedures.
- Inappropriately used the organization's credit cards and telephones for personal reasons.
- Failed to follow Crime Stoppers standard operational procedures for the separation of duties between the law enforcement liaison and the Executive Director relating to the verification of tips prior to authorizing payment.
- Neglected to monitor closely the actions of its staff and failed to review and take corrective actions noted in previous agency annual audits.

Because the Attorney General's Office does not have the statutory authority to disband the program, we can only make recommendations for improvement. Therefore, we are recommending that the Heartland Crime Stoppers Board of Directors take the following action:

- Establish a finance committee to review and approve all financial transactions.
- Maintain complete financial and operations records for five years as required in the annual contracts.
- Review and comply with the Florida Department of Financial Services, Reference Guide for State Expenditures.
- Reimburse the Polk County Sheriff's Office in the amount \$7,512.36 for improperly submitted invoices.
- Actively engage in the day-to-day operations of this organization and stop abrogating their responsibilities to the Executive Director and other staff.
- Follow specified bidding processes and discontinue doing business with individuals and organizations that have related ties to the Board of Directors and staff of the Board.
- Follow specified procedures requiring independent law enforcement verification that a tip lead to an arrest before paying a reward.

The Honorable Pam Bondi

July 21, 2011

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- Immediately take action to restore full, diverse Board membership in order to properly conduct the business of the Board.

The Attorney General's Office also identified internal improvements and immediately implemented those changes in May. The improvements that have already been made by the Attorney General's Office are:

- Staff is following bid submission requirements before paying invoices in excess of \$1,000.
- Staff has developed an Invoice Tracking Log designed to track paid invoices on a month-to-month basis.
- All future contracts must be signed by the Board's President, Secretary and Treasurer.
- Future audits and findings will require that the acknowledgement and corrective actions taken by the program be countersigned with the signatures of the Board's President, Secretary and Treasurer.

Per Florida law, s. 16.555, F.S., the Office of the Attorney General's involvement with Crime Stoppers programs is limited to applying for grants, dispersing funds and establishing guidelines. It does not include the authority to determine whether a program is in "Good Standing" or the ability to disband an organization. This authority rests with the Florida Association of Crime Stoppers and County Commissioners. At your request, we will provide copies of this report to the Board of County Commissioners for Polk, Highland and Hardee counties and the Florida Association of Crime Stoppers and strongly recommend that they carefully consider whether they want to continue their support of this organization.

Polk County Sheriff Grady Judd has assigned a Polk County Sheriff's sergeant to serve as the Acting Executive Director for the Board of Directors, and they are currently assisting the program with its operation.

Sincerely,



Emery Gainey
Director



Bank of America



Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

1.888.BUSINESS (1.888.287.4637)
www.bankofamerica.com

EXHIBIT #1

9 Pages

HI

Page 1 of 9
Account Number: [REDACTED]
POE Enclosures 27 62
Statement Period
10/01/06 through 10/31/06 008212



00009917 04 FP 1.039 40 01075 001 SCH999 I1

POLK COUNTY CRIME STOPPERS INC
PO BOX 2681
LAKELAND FL 33806-2681

Our free Online Banking service allows you to check balances, track account activity, pay bills and more.
With Online Banking you can also view up to 18 months of this statement online.
Enroll at www.bankofamerica.com/smallbusiness.

Your Bank of America Business Advantage Summary

Account Name	Account Number	Qualifying Balance*	Type of Balance	Date	Total
Deposit Accounts					
Business Advantage Checking	[REDACTED]	26,627.62	Average	10-30	
Total Deposit Account Balance					\$26,627.62

* Balances in your linked accounts that are used to avoid a monthly maintenance fee are listed here. These balances reflect the average or principal balance in your account - for your actual ending account balance, please see the "Account Summary Information" section of your statement.

Business Advantage Checking

Account Summary Information

Statement Period	10/01/06 through 10/31/06	Statement Beginning Balance	46,889.53
Number of Deposits/Credits	1	Amount of Deposits/Credits	3,392.60
Number of Withdrawals/Debits	39	Amount of Withdrawals/Debits	34,567.76
Number of Deposited Items	0	Statement Ending Balance	15,714.37
Number of Enclosures	27	Average Ledger Balance	25,830.17
Number of Days in Cycle	31	Service Charge	0.00

Deposits and Credits

Date Posted	Amount	Description	Bank Reference
10/27	3,392.60	State Of Florida;Des=payments ;ID=145620180205285 Eff Date: 061027;Indn:Polk County Crim Pmt Info: This Corporate Pmt Can Contain Multiple Lines Of Pmt Information. For Assistance Contact Treasury Management.	902362992104710

POLK COUNTY CRIME STOPPERS INC

Page 2 of 9
 Account Number: XXXXXXXXXX
 EO P OE Enclosures 27
 Statement Period
 10/01/06 through 10/31/06

62

Withdrawals and Debits

Checks

Check Number	Amount	Date Posted	Bank Reference	Check Number	Amount	Date Posted	Bank Reference
2305✓	4,464.00	10/03	813101492286284	2321✓	855.00	10/16	813008240374066
2309✓	5,358.00	10/02	813009240483352	2322✓	577.30	10/20	813008540472838
2311 *	216.00	10/02	813100992630298	2323✓	3,989.21	10/17	813101492624820
2312✓	380.32	10/02	813108230488433	2324✓	811.23	10/12	813100792522518
2313✓	72.44	10/04	813101100876637	2325✓	3,462.50	10/18	813100692261518
2314✓	145.89	10/03	813101292700473	2326✓	399.00	10/31	813106640574771
2315✓	250.00	10/11	813100292401830	2327✓	144.64	10/27	813101192209262
2316	3,145.13	10/11	813100292401829	2328✓	71.51	10/30	813100400988848
2317	147.76	10/11	813100292401439	2329✓	3,900.00	10/26	813100892036423
2319 *	1.54	10/11	813105740519008	2330✓	300.29	10/30	813101292683364
2320✓	876.00	10/18	813106640993751				

* Preceding check (or checks) is outstanding, is included in summary listing, or has been included in a previous statement.

Other Debits

Date Posted	Amount	Description	Bank Reference
10/02	300.00✓	Bank Adjustment	813009040347695 -
10/02	200.00✓	Bank Adjustment	813008940804717 -
10/04	100.00✓	Bank Adjustment	813008940405384 -
10/05	750.00✓	Bank Adjustment	813008940599282 -
10/06	300.00✓	Bank Adjustment	813009240102994 -
10/11	300.00✓	Bank Adjustment	813008940412217 -
10/11	300.00✓	Bank Adjustment	813008540490869 -
10/11	300.00✓	Bank Adjustment	813008540501188 -
10/11	100.00✓	Bank Adjustment	813008540480984 -
10/12	300.00	Bank Adjustment	813009040894207 -
10/13	300.00✓	Bank Adjustment	813008240041464 -
10/16	50.00✓	Bank Adjustment	813009040317863 -
10/18	300.00✓	Bank Adjustment	813008240779946 -
10/18	300.00✓	Bank Adjustment	813008940385526 -
10/18	200.00✓	Bank Adjustment	813008240802810 -
10/19	300.00✓	Bank Adjustment	813008940674621 -
10/24	300.00✓	Bank Adjustment	813008240469559 -
10/27	300.00✓	Bank Adjustment	813008940119722 -

Daily Ledger Balances

Date	Balance	Date	Balance	Date	Balance
10/01	46,889.53	10/12	28,947.22	10/24	17,437.21
10/02	40,435.21	10/13	28,647.22	10/26	13,537.21
10/03	35,825.32	10/16	27,742.22	10/27	16,485.17
10/04	35,652.88	10/17	23,753.01	10/30	16,113.37
10/05	34,902.88	10/18	18,614.51	10/31	15,714.37
10/06	34,602.88	10/19	18,314.51		
10/11	30,058.45	10/20	17,737.21		

POLK COUNTY CRIME STOPPERS INC

Page 2 of 9
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10/11	300.00✓	Bank Adjustment	813008540490869 -
10/11	300.00✓	Bank Adjustment	813008540501188 -
10/11	100.00✓	Bank Adjustment	813008540480984 -
10/12	300.00	Bank Adjustment	813009040894207 -
10/13	300.00✓	Bank Adjustment	813008240041464 -
10/16	50.00✓	Bank Adjustment	813009040317863 -
10/18	300.00✓	Bank Adjustment	813008240779946 -
10/18	300.00✓	Bank Adjustment	813008940385526 -
10/18	200.00✓	Bank Adjustment	813008240802810 -
10/19	300.00✓	Bank Adjustment	813008940674621 -
10/24	300.00✓	Bank Adjustment	813008240469559 -
10/27	300.00✓	Bank Adjustment	813008940119722 -

5000

Daily Ledger Balances

Date	Balance	Date	Balance	Date	Balance
10/01	46,889.53	10/12	28,947.22	10/24	17,437.21
10/02	40,435.21	10/13	28,647.22	10/26	13,537.21
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10/11	30,058.45	10/20	17,737.21		



Bank of America



POLK COUNTY CRIME STOPPERS INC

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Account Number: [REDACTED]

E0 P 0E Enclosures 27 62

Statement Period

10/01/06 through 10/31/06 008212

Message Center

Learn about card processing basics, how to switch your service, terminal processing solutions, obtaining online transaction reports anytime you want them, and more. Visit www.bankofamerica.com/merchantservices or call 1.877.837.9022 and reference promo code #142. Be sure to ask us about our Meet or Beat Offer.

Quality health insurance for you, your dependents, and your employees offered through Banc of America Insurance Services, Inc. Get free quotes and compare rates and benefits from over 100 leading insurance companies nationwide. Personalized service from a licensed insurance agent fast and easy - act now! Visit www.bankofamerica.com/bizhealth4 today!

How To Balance Your Bank of America Account

FIRST, start with your Account Register/Checkbook:

1. List your Account Register/Checkbook Balance here \$ _____
2. Subtract any service charges or other deductions not previously recorded that are listed on this statement \$ _____
3. Add any credits not previously recorded that are listed on this statement (for example interest) \$ _____
4. This is your NEW ACCOUNT REGISTER BALANCE \$ _____

NOW, with your Account Statement:

1. List your Statement Ending Balance here \$ _____
2. Add any deposits not shown on this statement \$ _____

3. List and total all outstanding checks, ATM, Check Card and other electronic withdrawals **SUBTOTAL** \$ _____

Checks, ATM, Check Card, Electronic Withdrawals		Checks, ATM, Check Card, Electronic Withdrawals		Checks, ATM, Check Card, Electronic Withdrawals	
Date/Check #	Amount	Date/Check #	Amount	Date/Check #	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. TOTAL OF OUTSTANDING CHECKS, ATM, Check Card and other electronic withdrawals \$ _____
5. Subtract total outstanding checks, ATM, Check Card and other electronic withdrawals from Subtotal
This Balance should match your new Account Register Balance \$ _____

Upon receipt of your statement, differences, if any, should be reported to the bank promptly in writing and in accordance with provisions in your deposit agreement.

Important Information

Change of Address. Please call us at the telephone number listed on the front of this statement to tell us about a change of address.

Deposit Agreement. When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule, which contain the current version of the terms and conditions of your account relationship, may be obtained at our banking centers.

Electronic transfers: In case of errors or questions about your electronic transfers

If you think your statement or receipt is wrong or if you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- * Tell us your name and account number
- * Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- * Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will recredit your account for the amount you think is in error, so that you can have use of the money during the time it takes us to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting Other Problems. You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or unauthorized transactions within the time periods specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you for, and you agree not to make a claim against us for the problems or unauthorized transactions.

Direct Deposits. If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us at the telephone number listed on the front of this statement to find out if the deposit was made as scheduled.

Check Image

008212

Account Number:

POLK COUNTY CRIME STOPPERS INC.
P.O. BOX 608-0074
P.O. BOX 3981
LAKELAND, FL 32801-2081

Bank of America
ACM NY BRANSPOT

2306
3306

DATE _____

NINETY-SIX HUNDRED SIXTY-SEVEN AND NO/100 DOLLARS *****

9/11/2008 4:44:08

Refractive Playing Cards & Promotes
864 N. Collins St.
Tomball City, TX 77363

VOID AFTER 90 DAYS

W [Signature]

PO0000000000

Ref. No: 813101492286284 Amount: 4,464.00

POLK COUNTY CRIME STOPPERS INC.
P.O. BOX 36084
FID. BOX 3987
LAUREL, FL 33004-0087

Bank of America
ACCT NOT DEPOSITED

2309

2309

DATE

Fifty-three Standard Fifty-eight And Sixty-five Bullets

W142004

SJTB-08

BV
TO THE
ORDER OF

Ball Communications, Inc.,
P. O. Box 3438
Laurelnd, FL 33004

VOID AFTER USE

#00003356007

Ref. No: 813009240483352 Amount: 5,358.00

POLK COUNTY CRIME STOPPERS INC.
PO BOX 60824
PO BOX 1981
LAKE ARMO, FL 32060-0801

Card of Appreciation
JAN 1977 AND 1987

2311

2311

AMOUNT

\$6.70

Two Hundred Eighteen And 00/100 Dollars***

PAY TO THE ORDER OF Wayne Cross
3455 Pascoak Lane
Maitery, FL 32660

90129006

214.90

JAN 1977 AND 1987

RECEIVED BY

Ref. No: 813100992630298 Amount: 216.00

POLK COUNTY CRIME STOPPERS INC.
 PO BOX 880024
 FOL. 8072 2081
 LAKELAND, FL 33606-0024

Date of Receipt: 8/23/92
 ACK-FBI MEMPHIS

2312

2312

6478

AMOUNT

Trans Received Early And 32/85 Declined ***

9/23/1992

388.32

PAY TO THE ORDER OF
 Capital One
 P. O. Box 688018
 Dallas, TX 75265-8018

443-719622

000000 380 124

Ref. No: 813108230488433 Amount: 380.32

POLK COUNTY CRIME STOPPERS INC.
 P.O. BOX 400-0004
 P.O. BOX 2801
 LAMAR, FL 33603-0001

Date of Issuance
 JAN MAY 200007

2313

2313

DATE
 1/28/2006

AMOUNT
 2.44

Remittance Date And 44/108 Dollars

PAY TO THE
 ORDER OF
 Citigroup Wireless
 P. O. Box 24-000
 Tampa, FL 33631-3400

000000012446

Ref. No: 813101100876637 Amount: 72.44

Check Image Continues on Next Page



Bank of America



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Page 7 of 9

Check Image - Continued

008213

Account Number: [REDACTED]

POLK COUNTY CRIME STOPPERS INC.
P.O. BOX 8004
LANDLAK, FL 33609-0004

Bank of America 2320
ACCOUNT NUMBER 2320

DATE 10/18/2006 AMOUNT \$76.00

PAY TO THE ORDER OF D-11
S & B Barbecue
701 Country Drive Suite 1
Landlak, FL 33613

WATSON

0000087600

PAY TO THE ORDER OF
S & B BARBECUE
701 COUNTRY DRIVE SUITE 1
LANDLAK, FL 33613

10/18/06

76.00

Ref. No: 813106640993751 Amount: 876.00

POLK COUNTY CRIME STOPPERS INC.
P.O. BOX 8004
LANDLAK, FL 33609-0004

Bank of America 2321
ACCOUNT NUMBER 2321

DATE 10/18/2006 AMOUNT \$876.00

PAY TO THE ORDER OF Well Communications, Inc.
P. O. Box 3030
Landlak, FL 33606

WATSON

0000085500

PAY TO THE ORDER OF
WELL COMMUNICATIONS, INC.
P.O. BOX 3030
LANDLAK, FL 33606

10/18/06

876.00

Ref. No: 813008240374066 Amount: 855.00

POLK COUNTY CRIME STOPPERS INC.
P.O. BOX 8004
LANDLAK, FL 33609-0004

Bank of America 2322
ACCOUNT NUMBER 2322

DATE 10/18/2006 AMOUNT \$855.00

PAY TO THE ORDER OF Herald - Advocate Publishing Co.
P. O. Box 132
Wassukola, FL 33613

WATSON

00000857730

PAY TO THE ORDER OF
HERALD-ADVOCATE PUBLISHING CO.
P.O. BOX 132
WASSUKOLA, FL 33613

10/18/06

855.00

Ref. No: 813008540472838 Amount: 577.30

POLK COUNTY CRIME STOPPERS INC.
P.O. BOX 8004
LANDLAK, FL 33609-0004

Bank of America 2323
ACCOUNT NUMBER 2323

DATE 10/18/2006 AMOUNT \$577.30

PAY TO THE ORDER OF The Lodge
P. O. Box 913604
Orlando, FL 32891-3904

WATSON

00000398921

PAY TO THE ORDER OF
THE LODGE
P.O. BOX 913604
ORLANDO, FL 32891-3904

10/18/06

577.30

Ref. No: 813101492624820 Amount: 3,989.21

POLK COUNTY CRIME STOPPERS INC.
P.O. BOX 8004
LANDLAK, FL 33609-0004

Bank of America 2324
ACCOUNT NUMBER 2324

DATE 10/18/2006 AMOUNT \$3,989.21

PAY TO THE ORDER OF Wayne Court
3409 Peach Lane
McHenry, FL 33864

WATSON

00000881123

PAY TO THE ORDER OF
WAYNE COURT
3409 PEACH LANE
MC HENRY, FL 33864

10/18/06

3989.21

Ref. No: 813100792522518 Amount: 811.23

Check Image Continues on Next Page

Check Image - Continued

Account Number: [REDACTED]

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2326
P.O. BOX 5000		ACCOUNT NUMBER	2326
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		3,462.50	
<p>Digitex Graphics Group 3000 Winter Lake Rd. Lakeland, FL 33808</p>			
[REDACTED]		/0000348150/	

f. No: 813100692261518 Amount: 3,462.50

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2326
P.O. BOX 5000		ACCOUNT NUMBER	2326
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		399.00	
<p>Criminological Services 300 W. Main St. P. O. Box 107 Lafayette, TX 77902-0107</p>			
[REDACTED]		/0000034400/	

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2326
P.O. BOX 5000		ACCOUNT NUMBER	2326
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		399.00	
<p>Criminological Services 300 W. Main St. P. O. Box 107 Lafayette, TX 77902-0107</p>			
[REDACTED]		/0000034400/	

f. No: 813106640574771 Amount: 399.00

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2327
P.O. BOX 5000		ACCOUNT NUMBER	2327
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		144.64	
<p>Verizon Florida, Inc. P. O. Box 170041 Dallas, TX 75241-0041</p>			
[REDACTED]		/0000014464/	

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2327
P.O. BOX 5000		ACCOUNT NUMBER	2327
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		144.64	
<p>Verizon Florida, Inc. P. O. Box 170041 Dallas, TX 75241-0041</p>			
[REDACTED]		/0000014464/	

f. No: 813101192209262 Amount: 144.64

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2328
P.O. BOX 5000		ACCOUNT NUMBER	2328
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		71.51	
<p>Chapman Winery P. O. Box 31400 Tampa, FL 33631-0400</p>			
[REDACTED]		/0000007151/	

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2328
P.O. BOX 5000		ACCOUNT NUMBER	2328
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		71.51	
<p>Chapman Winery P. O. Box 31400 Tampa, FL 33631-0400</p>			
[REDACTED]		/0000007151/	

f. No: 813100400988848 Amount: 71.51

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2329
P.O. BOX 5000		ACCOUNT NUMBER	2329
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		3,900.00	
<p>Elite Live Playing Cards & More 2600 N. Collins St. Plant City, FL 33613</p>			
[REDACTED]		/0000039000/	

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2329
P.O. BOX 5000		ACCOUNT NUMBER	2329
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		3,900.00	
<p>Elite Live Playing Cards & More 2600 N. Collins St. Plant City, FL 33613</p>			
[REDACTED]		/0000039000/	

f. No: 813100892036423 Amount: 3,900.00

POLK COUNTY CRIME STOPPERS INC.		Bank of America	2329
P.O. BOX 5000		ACCOUNT NUMBER	2329
LANDLAK, FL 33600-0001			
DATE		AMOUNT	
10/12/06		3,900.00	
<p>Elite Live Playing Cards & More 2600 N. Collins St. Plant City, FL 33613</p>			
[REDACTED]		/0000039000/	

Check Image Continues on Next Page

Check Image - Continued

008213;

Account Number:

POLK COUNTY CRIME STOPPERS INC.
PO BOX 698
LOVELAND, FL 32866-0698

Bank of America
Account Number

2330

2330

DATE

AMOUNT

Three Hundred And Twenty Dollars
10047806

300.79

PAY TO THE ORDER OF
Telecommunications Corporation
P. O. Box 188870
Atlanta, GA 30348-8870

VENDOR NAME
[Signature]

ACCOUNT NUMBER

00000000000000000000

101187-1
H0004

Ref. No: 813101292683364 Amount: 300.29

END OF CHECK IMAGE

Polk Co. Crime Stoppers , Inc.
Transaction Listing

EXHIBIT #2
2 Pages

Date	Reference	T	Account	Description	Amount	Reference Total
08/19/10	1		102	Cash Disburse	(300.00)	
08/24/10	1		102	Cash Disbu	(500.00)	
08/30/10	1		102	Cash D	(837.26)	
08/31/10	1		102	Cash D.	(5,200.00)	
09/08/10	1		102	Cash Dis	(397.41)	
09/23/10	1		102	Cash Disbu	(2,557.57)	
09/24/10	1		102	Cash Disburse	(6.48)	
09/24/10	1		102	Cash Disburse	(625.00)	
09/30/10	1		102	Cash Disbursements	(9,450.00)	
10/04/10	1		102	Cash Disbursements	(2,485.96)	
10/18/10	1		102	Cash Disbursements	(5,342.69)	
10/25/10	1		102	Cash Disbursements	(500.00)	
10/31/10	1		102	Cash Disbursements	(7,275.00)	
11/02/10	1		102	Cash Disbursements	(3,077.09)	
11/08/10	1		102	Cash Disbursements	(500.00)	
11/12/10	1		102	Cash Disbursements	(754.36)	
11/30/10	1		102	Cash Disbursements	(9,425.00)	
12/01/10	1		102	Cash Disbursements	(300.00)	
12/08/10	1		102	Cash Disbursements	(6,728.10)	
12/08/10	1		102	Cash Disbursements	(6,728.10)	
12/10/10	1		102	Cash Disbursements	(400.00)	
12/10/10	1		102	Cash Disbursements	(252.31)	
12/15/10	1		102	Cash Disbursements	(1,722.41)	
12/15/10	1		102	Cash Disbursements	(1,812.30)	
12/21/10	1		102	Cash Disbursements	(6,000.00)	
12/27/10	1		102	Cash Disbursements	(979.78)	
12/27/10	1		102	Cash Disbursements	(7,142.20)	
12/31/10	1		102	Cash Disbursements	(7,225.00)	
12/31/10	1		102	Cash Disbursements	(100.00)	
01/03/11	1		102	Cash Disbursements	(37.38)	
01/04/11	1		102	Cash Disbursements	(1,353.40)	
01/11/11	1		102	Cash Disbursements	(38.03)	
01/12/11	1		102	Cash Disbursements	(5.76)	
01/12/11	1		102	Cash Disbursements	(1,434.57)	
01/26/11	1		102	Cash Disbursements	(6,806.30)	
01/27/11	1		102	Cash Disbursements	(7,100.00)	
01/28/11	1		102	Cash Disbursements	(500.00)	
02/07/11	1		102	Cash Disbursements	(121.48)	
02/24/11	1		102	Cash Disbursements	(2,080.16)	
02/28/11	1		102	Cash Disbursements	(1,400.00)	
02/28/11	1		102	Cash Disbursements	(3,000.00)	
02/28/11	1		102	Cash Disbursements	(400.00)	(1,213,302.93)
01/26/06	1.01		102	FDLE	19,883.09	
01/26/06	1.01		601	FDLE	(19,883.09)	
01/11/08	1.01		102	Cash Deposit	22,794.95	
01/11/08	1.01		601	Cash Deposit	(22,794.95)	
01/23/09	1.01		102	State of Fl.	18,542.17	
01/23/09	1.01		601	State of Fl.	(18,542.17)	
01/13/10	1.01		102	State of Florida	14,772.37	
01/13/10	1.01		601	State of Florida	(14,772.37)	
01/23/09	1.02		102	W.H. Police Dept. Donation	2,500.00	
01/23/09	1.02		603	W.H. Police Dept. Donation	(2,500.00)	
01/28/10	1.02		102	State of Florida	12,186.38	
01/28/10	1.02		601	State of Florida	(12,186.38)	
01/31/09	1.03		404	Close 4th Qtr. 2008 P/R Liab.	2,117.14	
01/31/09	1.03		405	Close 4th Qtr. 2008 P/R Liab.	1,013.00	
01/31/09	1.03		406	Close 4th Qtr. 2008 P/R Liab.	(3,130.14)	
01/14/10	1.03		102	941 Deposit	(953.83)	
01/14/10	1.03		406	941 Deposit	953.83	

OAG Reimb.

Polk Co. Crime Stoppers , Inc.
Transaction Listing

Date	Reference	T	Account	Description	Amount	Reference Total
01/29/10	1.04		102	Monthly Maintenance Fee	(29.95)	
01/29/10	1.04		859	Monthly Maintenance Fee	29.95	
01/12/07	1.30		102	FDLE	12,260.22	
01/12/07	1.30		601	FDLE	(12,260.22)	
01/25/07	1.31		102	FDLE	24,515.03	
01/25/07	1.31		601	FDLE	(24,515.03)	
02/16/07	2.01		102	Cash Deposits	10,033.55	
02/16/07	2.01		603	P. C. Sheriff's Dept.	(9,800.00)	
02/16/07	2.01		603	Crime Stoppers USA	(233.55)	
02/29/08	2.01		102	FDLE	11,850.12	
02/29/08	2.01		601	FDLE	(11,850.12)	
02/24/09	2.01		102	FDLE	18,636.65	
02/24/09	2.01		601	FDLE	(18,636.65)	
02/02/10	2.01		102	Deposit/Verizon rebate	158.00	
02/02/10	2.01		956	Deposit/Verizon rebate	(158.00)	
02/24/06	2.02		102	FDLE	24,685.20	
02/24/06	2.02		601	FDLE	(24,685.20)	
02/26/07	2.02		102	FDLE	17,964.25	
02/26/07	2.02		601	FDLE	(17,964.25)	
02/20/09	2.02		102	941 Deposit	(1,004.76)	
02/20/09	2.02		406	941 Deposit	1,004.76	
02/28/10	2.02		102	Service Charge	(29.95)	
02/28/10	2.02		859	Service Charge	29.95	
02/12/10	2.03		102	941 Deposit	(937.76)	
02/12/10	2.03		406	941 Deposit	937.76	
03/27/06	3.01		102	FDLE	14,660.15	
03/27/06	3.01		601	FDLE	(14,660.15)	
03/23/07	3.01		102	State of Florida	27,052.70	
03/23/07	3.01		601	State of Florida	(27,052.70)	
03/26/08	3.01		102	FDLE	18,687.33	
03/26/08	3.01		601	FDLE	(18,687.33)	
03/31/09	3.01		102	Cash Receipts	13,298.97	
03/31/09	3.01		601	Cash Receipts	(13,298.97)	
03/15/10	3.01		102	941 Deposit	(937.76)	
03/15/10	3.01		406	941 Deposit	937.76	
03/30/06	3.02		102	Fund Raiser Proceeds	1,100.00	
03/30/06	3.02		603	Golf Tournament Proceeds	(1,100.00)	
03/30/07	3.02		102	Donation	2,000.00	
03/30/07	3.02		603	Donation	(2,000.00)	
03/31/08	3.02		404	Close 1st Qtr. Liab.	2,034.52	
03/31/08	3.02		405	Close 1st Qtr. Liab.	988.00	
03/31/08	3.02		406	Close 1st Qtr. Liab.	(2,012.76)	
03/31/08	3.02		409	Close 1st Qtr. Liab.	1.75	
03/31/08	3.02		409	Close 1st Qtr. Liab.	(1,009.76)	
03/31/08	3.02		925	Close 1st Qtr. Liab.	(1.75)	
03/31/10	3.02		404	Close out payroll liabilities	6,298.62	
03/31/10	3.02		405	Close out payroll liabilities	2,381.40	
03/31/10	3.02		406	Close out payroll liabilities	(8,680.02)	
03/31/10	3.03		406	Adjust payroll tax deposits to actual	86.38	
03/31/10	3.03		925	Adjust payroll tax deposits to actual	(86.38)	
03/31/10	3.04		102	Record Jan. Rewards that were posted incorrectly in Dec 09	800.00	
03/31/10	3.04		701.01	Record Jan. Rewards that were posted incorrectly in Dec. 09	(800.00)	

Heartland Crime Stoppers Inventory
Brandy Skinner
to:
Edna.Smith
06/28/2011 07:03 PM
Cc:
"Melony Bell"
Show Details

EXHIBIT #3
3 pages

History: This message has been replied to and forwarded.

Edna,

Attached is the inventory from our warehouse last week. I noticed in our grant items that Wayne had submitted a form to dispose of the computer; however, the computer is in the storage unit. Did you grant him permission to dispose of the computer?

Please let me know if you have any questions.

Thanks,

Brandy Skinner

705 Olandt Avenue
Fort Meade, FL 33841
(863) 513-8945
jbnskinner@embarqmail.com

Heartland Crime Stoppers
Storage Inventory June 21, 2011

525	Yard Stakes – Neighborhood Video Surveillance
625	Yard Stakes – Crime Scene (doubled sided – English & Spanish)
668	Yard Stakes – Construction Site
375	Yard Stakes – Neighborhood Drug Watch
275	Yard Stakes – Neighborhood Alert Burglaries & Theft
100	Yard Stakes – Cooper Theft
1	Yard Stake – Red Line Solutions
360	Wire Yard Stakes
1 Box	Book Covers
1200	Mouse Pads – Circle Game
3000	Mouse Pads – Super Heroes
800	Playing Cards – Black Deck
144	Playing Cards – White Deck
264	Playing Cards – Cold Case
50	Student Crime 4’X8’ Banners
6000	Door Hanger – Report Crime Doubled Sided
12000	Heartland Crime Stoppers Business Cards
1500	Recovery of Firearms Folders
400	Warriors Folders
400	Yellow Jackets Folders
200	Mustang Folders
200	Bulldog Folders
400	Highlander Folders
500	Braves Folders
250	Eagles Folders
250	Thunders Folders
700	Red Devils Folders
13	Digital Files CD’s
2	Printers
1	Large Metal Filing Cabinet with Files
1	Laptop
8	Boxes of Files (2006-2010 Records)
1000	Heartland Crime Stoppers Envelopes
11	Reams of Paper
5	One Inch Three Ring Binders
5	Heartland Procedures Manual by Wayne Cross
6	Five Tab Index Dividers (Three Hole Punched)
1	Metal Three Hole Puncher
750	Heartland Crime Stoppers Letterhead

- 300 Polk County Crime Stoppers Letterhead
- 50 Polk County Crime Stoppers Envelopes
- 1000 Polk County Crime Stoppers Bumper Stickers
- 5000 Heartland Crime Stoppers Pens
- 20000 Heartland Crime Stoppers Pencils
- 2000 Crime Stoppers of Levi County Pens ** Delivered at Levi County at FACS Meeting on 6/22/11



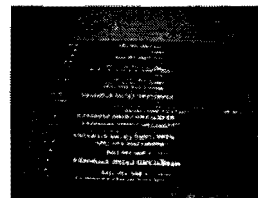
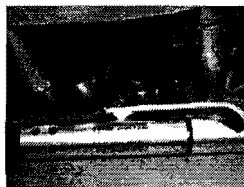
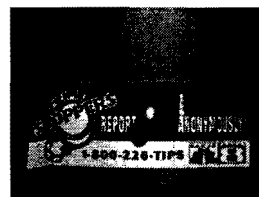
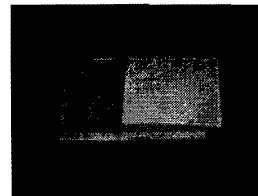
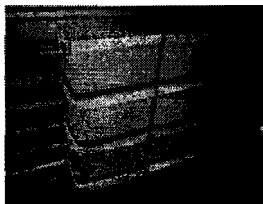
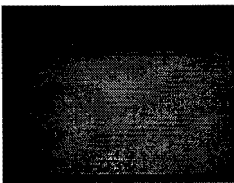
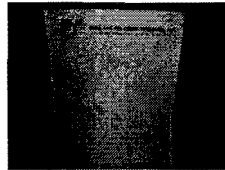
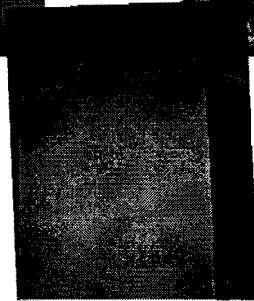
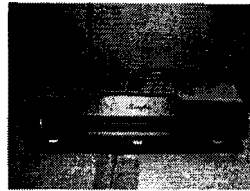
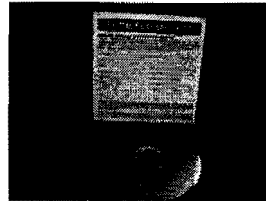
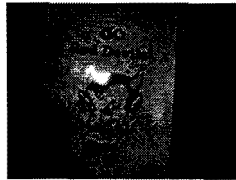
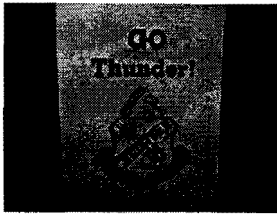


EXHIBIT #4

19 pages

BYLAWS
OF
Polk County Crime Stoppers, Inc.
A Florida Nonprofit Corporation
DBA/Heartland Crime Stoppers
Serving Polk, Hardee and Highlands Counties

ARTICLE 1

OFFICES

Section 1.01 Principle office. The corporation's principle office may be fixed and located at such place within Polk, Hardee, or Highlands Counties as the Board of Directors (herein called the "Board") shall determine.

ARTICLE 2

PURPOSE

Section 2.01 The purpose of Heartland Crime Stoppers is to promote community welfare by assisting all law enforcement agencies in Polk, Hardee, and Highlands counties in the apprehension and conviction of criminals. This will be accomplished by making funds available to develop a community offensive against crime by motivating members of the public to cooperate with law enforcement agencies by providing rewards and awards for such cooperation.

ARTICLE 3

MEMBERSHIP

Section 3.01 Members. The corporation shall have no members. Any action which would otherwise by law require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights which would otherwise by law vest in the members shall vest in the Board.

Section 3.02 Associates. Nothing in Article 3 shall be construed as limiting the right of the Corporation to refer to persons associated with it as "members" even though such persons are not members. Such individuals may originate and take part in the discussion of any subject that may properly come before any meeting of the Board, but may not vote. The Corporation may confer by amendment of its Articles of Incorporation or of these Bylaws some or all of the rights of a member as set forth by Law, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the corporation or on a merger or on a dissolution or on changes to the corporation's Articles of Incorporation or Bylaws. The Board may also, in its discretion, without establishing memberships, establish an advisory council or honorary board or categories of contributors or "members" based on amount of

Page 2:

contribution or such other auxiliary groups as it deems appropriate to advise and support the corporation.

ARTICLE 4

DIRECTORS

Section 4.01 Powers.

(a) General Corporate Powers. Subject to the limitations of the Articles of Incorporation and these Bylaws, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of the corporation to any person(s), a management company or committees however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

(b) Specific Powers. Without prejudice to the general powers set forth in Section 4.01(a), but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the powers enumerated in these Bylaws and permitted by law.

(1) To select and remove all the officers of the corporation; prescribe such powers and duties for them as may not be inconsistent with law; the Articles of Incorporation or these Bylaws; fix their compensation; and require from them security for faithful service;

(2) To conduct, manage and control the affairs and activities of the corporation and to make such rules and regulations therefore not inconsistent with law, the Articles of Incorporation or these Bylaws, as they may deem best;

(3) To adopt, make and use a corporate seal and to alter the form of the seal from time to time as they may deem best;

(4) To borrow money and incur indebtedness for the purposes of the corporation, and to cause to be executed and delivered therefore, in the corporate hypothecations and other evidences of debt and securities therefore; Any action to incur debt will require 2/3's vote of all Board members; To carry on any business at a profit and apply any profit that results from the business activity to any activity in which it may lawfully engage;

(5) To act as trustee under any trust incidental to the principal object of the corporation, and receive, hold, administer, exchange, and expend funds and property subject to such trust.

(c) Board's Ultimate Authority. No assignment referral or delegation of authority by the Board or anyone else shall preclude the Board from exercising the

page 3:

authority required to meet its responsibility for the conduct of the activities of the corporation and the Board shall retain the right to rescind any such delegation.

Section 4.02 Number, Term and Qualifications of Directors.

- (a) Number of Directors. The number of directors shall be not less than (7) nor more than (21), the exact number to be determined from time to time by the Board. In no event, shall the term of a director be shortened by a reduction in the size of the Board.
- (b) Terms of Directors. Directors shall be appointed for a term of (3) years. Each director shall hold office until the expiration of the term for which the director was appointed and until a successor has been appointed.
- (c) Qualifications of Directors: The following should be observed in the appointment of directors: experience in group decision-making; demonstration ability to be objective and deliberate in the approach to complex multi-dimensional problems; willingness to contribute time and effort to the affairs of the corporation; willingness to abide by resolutions dealing with conflict of interest; and representation of a cross section of the community and from a variety of career categories.
- (d) Exclusions. A director may not be a full time law enforcement officer or criminal justice official due to inherent conflict of interest. Persons in these categories may be advisors to the Board, members of advisory committees or non-voting Board members.

Section 4.03 Vacancies on the Board.

- (a) Events Causing Vacancy. A vacancy or vacancies on the Board shall exist on the occurrence of the following:
 - (1) the death or resignation of any director;
 - (2) the declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by an order of court or convicted of a felony;
 - (3) determination by the Board of lack of commitment, conflict of interest, and failure to live up to the standards of these Bylaws;
 - (4) the increase of the authorized number of directors.
- (b) Resignations. Except as provided below, any director may resign by giving written notice to the chairman of the Board or the secretary of the Board. The resignation shall be effective when the notice is given unless it specifies a later time of the resignation to become effective. If a director's resignation is effective at a later time, the Board may elect a successor to take office as of

Page 4:

the date when the resignation becomes effective. Except on notice to the Florida Secretary of State, no director may resign if the corporation would be left without a duly elected director or directors.

(c) Filling Vacancies. Except for a vacancy created by the removal of a director by the Board, vacancies may be filled by a majority of the directors then in office, whether or not less than a quorum or by a sole remaining director.

Section 4.04 Place of Meetings.

Meetings of the Board may be held at any location in Polk, Hardee, or Highlands Counties, which has been designated in the notice of the meeting or, if there is no notice, from time to time by resolution of the Board.

Section 4.05 Annual Meetings.

The Board shall hold an annual meeting for the purpose of electing directors, organization, selection of officers and the transaction of other business.

Section 4.06 Regular meetings

Regular meetings of the Board, including the annual meeting shall be held without call or notice on such dates and at such times and places as may be from time to time fixed by the Board.

Section 4.07 Special meetings.

(a) Authority to Call. Special meetings of the Board for any purpose(s) may be called at any time by the Chair of the Board, the Vice-Chair, the Secretary or three Board members.

(b) Notice. Special meetings of the Board shall be held upon four (4) days' notice by first-class mail or forty-eight (48) hours' notice given personally or by telephone, telegraph, e-mail, telex or other similar means of communication. Any such notice shall be addressed or delivered to each director at the director's physical, mailing, or e-mail address as it is shown on the records of the corporation or as may have been given to the corporation by the director for purposes of notice.

(c) Manner of Giving Notice. Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by the person giving the notice by electronic means, to the recipient. Oral notice shall be deemed to have

Page 5:

been given at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the recipient.

- (d) Content of Notice. The notice shall state the time, purpose and place of the meetings.

Section 4.08 Quorum.

A majority of the directors then in office shall constitute a quorum for the transaction of business, except to adjourn. Except as provided in Article 11, every action taken or decision made by a majority of the directors present at the duly held meeting at which a quorum is present is an act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawn of directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting. Directors may not vote by proxy..

Section 4.09 Participation in Meetings by Conference Telephone.

Members of the Board may participate in a meeting through the use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Participation in a meeting pursuant to this section constitutes presence in person at such meeting.

Section 4.10 Waiver of Notice

Notice of a meeting need not be given to any director who signs a waiver of notice, a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice to such director prior thereto or at its commencement. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of meetings.

Section 4.11 Adjournment

A majority of the directors present, whether or not a quorum is present, may adjourn any director's meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of any adjournment to another time and place shall be given, before the time of the adjourned meeting, to the directors who were not present at the time of the adjournment.

Section 4.12 Action Without Meeting.

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such consent(s) shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board.

Section 4.13 Rights of Inspection.

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation.

Section 4.14 Fees and Compensation.

Directors shall not receive any compensation for their services; however the Board may approve the reimbursement of a director's actual and necessary expenses incurred in the conduct of the corporation's business. The corporation may carry liability insurance respecting the conduct of the corporation's business by the directors.

Section 4.15 Restriction on Interested Directors.

Not more than forty-nine (49%) of the persons serving on the Board at any time may be interested persons. An interested person is (a) any person being compensated by the corporation for services rendered to it within the previous twelve(12) months, whether as a full-time or part-time employee, independent contractor or otherwise; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law- sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. However, any violation of the provisions of this section shall not affect the validity or enforceability of any transaction entered into by the corporation.

Section 4.16 Standard of Care.

- (a) Prudent Director. A director shall perform the duties of a director, including duties as a member of any committee of the Board on which the director may serve, in good faith, in a manner such director believes to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinary prudent person in a like situation would use under similar circumstances.

(b) Reasonable Reliance. In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data in each case prepared or presented by:

(1) Corporate Officers or Employees. One or more officers or employees of the corporation whom the director believes to be reliable and competent in the matters presented;

(2) Professionals. Legal counsel, independent accountants or other persons as to matters which the director believes to be within such person's professional or expert competence; or

(3) Board Committees. A committee of the Board upon which the director does not serve, as to matters within its designating authority, which committee the director believes to merit confidence, so long as in any such case, the director acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

(c) Investments. Except with respect to assets that are directly related to the corporation's charitable programs, in investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing the corporation's investments, the Board shall avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income, as well as the probable safety of the corporation's capital.

ARTICLE 5

COMMITTEES

Section 5.01 Board Committees.

The Board may, by resolution, create one or more standing or ad hoc committees, each consisting of at least three(3) directors, and no more than two(2) persons who are not directors, to serve at the pleasure of the Board. Appointments to such Board committees shall be by majority vote of the directors then in office, and the chairman of such Board committee shall be appointed by the chairperson. Unless otherwise provided in these Bylaws or by the laws of the State of Florida, each Board committee shall have all the authority of the Board to the extent delegated by the Board, except that no Board committee, regardless of Board resolution, may:

(a) Vacancies: Fill vacancies on the Board of Directors or on any committee that has the authority of the Board;

(b) Compensation: Fix compensation of directors for serving on the Board or any committee;

(c) Bylaws: Amend or repeal Bylaws or adopt new Bylaws;

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(d) Board Resolutions: Amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;

(e) Committees: Appoint any other committees of the Board or the members of Board Committees;

(f) Corporate Funds: Expend corporate funds to support a nominee or applicant for director.

(g) Self Dealing: Approve any self-dealing transactions with respect to any assets held in charitable trust.

Section 5.02 Meetings and Action of Board Committees.

Meetings and actions of Board committees shall be governed by, held and taken in accordance with the provisions of Article 4 of these Bylaws, concerning meetings of the Board, with such changes in the context of those provisions as are necessary to substitute the committee and its members for the Board and its members, except that the time of regular meetings of the committees may be determined either by resolution of the Board or by resolution of the committee. Special meetings of committees may also be called by resolution of the Board. Notice of special meetings of Board committees shall also be given to any and all alternate members who shall have the right to attend all meeting of the committee. The Board may adopt rules for the government of any Board committee not inconsistent with the provisions of these Bylaws.

Section 5.03 Executive Committee.

The Executive Committee is a Board committee composed of the Chair, the Vice-Chair, the Secretary and the Treasurer. When the Board is not in session, the Executive Committee shall have the power and authority of the Board to transact all regular business of the corporation, subject to any prior limitation imposed by law, the Board or these Bylaws. The Executive Committee shall report to the next Board meeting all actions taken.

Section 5.04 Nominating Committee.

The Nominating Committee shall be composed of three(3) past Chairs of the organization or other designees named by the Board at the meeting preceding the annual meeting. This committee shall present a slate of officers at the annual meeting.

Section 5.05 Advisory Committees.

(a) Creation. The Chair subject to the limitations imposed by the Board, or the Board itself may create advisory committees, either standing or special, to serve the Board which do not have the powers of the Board. The Chair, with the approval of the Board shall appoint members to serve on such advisory committees, and shall designate committee chairs. If a director is on a committee, he or she shall be the chair. Each member of an advisory committee shall continue as such until the next annual election of

page 9;

officers and until his/her successor is appointed, unless the member shall sooner resign or be removed from the advisory committee.

(b) Meetings, Notice, Voting, Minutes: Meetings of an advisory committee may be called by the chair of the committee or a majority of the committee's voting members. Each advisory committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee members of the time and place of the meeting. A majority of the voting members of an advisory committee shall constitute as quorum for the transaction of business at any meeting of the committee. Each advisory committee may keep minutes of its proceedings and shall report periodically to the Board. An advisory committee may take action by majority vote.

(c) Resignations and Removal: Any member of an advisory committee may resign at anytime by giving written notice to the chair of the committee or to the Chair of the Board. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The chair may, with prior approval of the Board, remove any appointed member of an advisory committee.

(d) Vacancies: A vacancy in any advisory committee or any increase in the membership thereof shall be filled for the expired portion of the term by the chair with the approval of the Board.

ARTICLE 6

SELF-DEALING TRANSACTIONS

Section 6.01 Definition.

Self-dealing transaction means a transaction to which the corporation is a party and in which one or more of the directors ("interested directors") has a material financial interest, except that the following will not be deemed self-dealing transactions, but are subject to the general standard of care by the Board:

(a) Compensation. An action by the Board in fixing compensation of a director as a director or officer;

(b) Public or Charitable Programs. A transaction that is part of a public or charitable program of the corporation if the transaction is (1) approved or authorized by the corporation in good faith and without unjustified favoritism, and (2) results in a benefit to one or more directors or their families because they are in a class of persons intended to be benefited by the program.

(c) Minor Transactions Without Actual Knowledge. A Transaction of which the interested director or directors have no actual knowledge, and which does not exceed one percent (1%) of the gross receipts of the corporation.

Section 6.02 Action of the Board.

If a transaction of thought to be a self-dealing transaction, the interested director has the burden of showing the following to sustain the validity of the transaction:

(a) Prior Authorization. That prior to consummating the transaction or any part thereof the Board authorized or approved the transaction in good faith by a vote of a majority of the directors then in office without counting the vote of the interested director or directors and with knowledge of the material facts concerning the transaction and the director's interests in it. Except as provided in Section 6.04, action by a committee of the Board will not satisfy this requirement.

(b) No More Advantageous Agreement. That either:

(1) Prior to authorizing or approving the transaction, the Board considered and in good faith determined after reasonable investigation under the circumstances that the corporation could not have obtained a more advantageous arrangement with reasonable effort under the circumstances; or

(2) The corporation in fact could not have obtained a more advantageous arrangement with reasonable effort under the circumstances.

(c) Benefit to Corporation. That the corporation entered into the transaction for its own benefit.

(d) Fairness and Reasonableness. That the transaction was fair and reasonable as to the corporation at the time the corporation entered into the transaction.

Section 6.03 Interested Director's Vote.

In determining whether the Board has validly met to authorize or approve a self-dealing transaction, interested directors may be counted in determining the presence of a quorum, but an interested director's vote cannot count toward the required majority for such authorization, approval or ratification.

Section 6.04 Committee Approval.

A Board committee may approve a self-dealing transaction in a manner consistent with the standards prescribed for approval by the Board if it was not reasonably practical to obtain approval of the Board prior to entering into the transaction and the Board determines in good faith that the committee met the same requirements the Board would have had to meet in approving the transaction and the Board ratifies the transaction

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at its next meeting by vote of a majority of the directors then in office without counting the vote of the interested director or directors.

Section 6.05 Corporate Loans and Advances.

The corporation shall not make any loan of money or property to or guarantee the obligation of any director or officer or employee; provided, however that the corporation may advance money to a director or officer or employee of the corporation or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or director, provided that in the absence of such advance, such director or officer would be entitled to be reimbursed for such expenses by the corporation or any subsidiary.

ARTICLE 7

OFFICERS

Section 7.01 Officers.

The officers of the corporation shall be a Chair, Vice-Chair, Secretary, and Treasurer. The corporation may also have, at the discretion of the Board, additional vice-chairs; one or more assistant secretaries, one or more assistant treasurers, and such other offices may be elected or appointed in accordance with the provisions of Section 7.03. All officers except those elected or appointed under Section 7.03 must be directors.

Section 7.02 Election.

The officers of the corporation, except such officers as may be elected or appointed in accordance with the provisions of Section 7.03 or Section 7.06, shall be chosen at the annual meeting by and shall serve at the pleasure of the Board, and shall hold their respective offices until their resignations, removal or other disqualification from service, or until their respective successors shall be elected, subject to the rights, if any of any officer under any contract of employment.

Section 7.03 Subordinate Officers.

The Board may elect, and may empower the Chair of the Board to appoint, such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board may from time to time determine.

Section 7.04 Removal

Any officer may be removed, either with or without cause, by the Board at any time or, except in the case of an officer chosen by the Board, by any officer upon whom such power of removal may conferred by the Board. Any such removal shall be without prejudice to the rights, if any, of an officer under any contract of employment.

Section 7.05 Resignation.

Any officer may resign at any time by giving written notice to the Board but without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein the acceptance of such resignation shall not be necessary to make it effective.

Section 7.06 Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

Section 7.07 Chair

The chair is the general manager and chief executive officer of the corporation and has general supervision, direction, and control of the business and officers of the corporation. The chair shall preside at all meetings of the Board. The chair has the general powers and duties of management usually vested in the office of chair and general manager of a corporation and such other powers and duties as may be prescribed from time to time by the Board of these Bylaws. The chair shall be an ex-officio voting member of each Board committee.

Section 7.08 Vice-Chair

In the absence or disability of the chair, the vice-chair shall perform all the duties of the chair and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the chair. The vice-chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

Section 7.09 Secretary

(a) Book of Minutes and Seal. The secretary shall keep or cause to be kept a book of minutes of all meetings, proceedings, and actions of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how

authorized, the notice thereof given, the names of those present at Board and Board committee meetings. The secretary shall keep, or cause to be kept the original or a copy of the corporation's Articles and Bylaws, as amended to date. The secretary shall keep the seal of the corporation and shall affix the same on such papers, and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument.

(b) Notices and Other Duties. The secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, and shall distribute the minutes of meetings of the Board to all members promptly after the meetings. The secretary shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the treasurer. In general, the secretary shall have such other powers and perform such other duties as may be prescribed from time to time by the Board or these Bylaws.

Section 7.10 Chief Financial Officer (Treasurer)

(a) Books of Account. The chief financial officer of the corporation shall keep and maintain or cause to be kept and maintained, adequate and correct books and accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, and disbursements. The chief financial officer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws or by the Board. The books of account shall at all reasonable times be open to inspection by any director.

(b) Deposit and Disbursement of Money and Valuables. The chief financial officer or designee shall deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated from time to time by the Board. The chief financial officer shall render to the chair and directors, upon request, an account of all transactions as chief financial officer and of the financial condition of the corporation. The chief financial officer shall present to the Board at all regular meetings an operating statement and report since the last preceding regular meeting of the Board. The chief financial officer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

(c) Bond. If required by the Board, the chief financial officer shall give the corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession of or under the control of the chief financial officer on his or her death, resignation, retirement, or removal from office.

ARTICLE 8

EXECUTIVE DIRECTOR

Section 8.01 Duties.

The Board may select and employ an executive director of Heartland Crime Stoppers. The executive director shall have the following duties:

(a) Management and Authority. The executive director shall provide the day-to-day management and coordination of the Polk Crime Stoppers Program. He shall not be a voting member of the Board. He shall have the powers and authority normally vested in a paid association manager.

(b) Liaison. The executive director shall liaison between the volunteer Board, law enforcement, news media, Student Crime Stoppers, government agencies and other groups.

(c) Tips. The executive director shall handle the Crime Stoppers tips. He will coordinate with any service or contractor employed to answer calls. He works with investigators or other criminal justice personnel to ensure the information is followed up and properly handled.

(d) Media. The executive director will work with media representatives to coordinate and ensure publicity, coverage, and general marketing for Heartland Crime Stoppers.

(e) Rewards. Pre-approved guidelines shall be adopted and reviewed from time to time by the Board.

(f) Resource. The executive director shall be the information resource to the community regarding the operation, financing, effectiveness, and overall mission and goals of Heartland Crime Stoppers. He shall make presentations to civic groups, schools, churches, government agencies or any other group or organization.

(g) Reports and Statistics.

(1) Board Reports The executive director shall prepare and disseminate at regularly scheduled Board meetings a statistical report for the Board's review including the following areas: tips received, calls received, arrests made, cases cleared, number of rewards approved, dollar amount of rewards approved, number of rewards paid, dollar amount of rewards paid, number of weapons recovered, estimated dollar amount of property recovered, estimated street value of narcotics seized, and total dollar amount (property and narcotics

recovered.

(2) Other Reports. The executive director shall make all necessary and required reports to the Attorney General's Office of the State of Florida and to the Florida Association of Crime Stoppers.

(h) Confidentiality. All matters regarding the identity of a person providing a Crime Stoppers tip shall remain strictly confidential. The executive director is solely responsible for maintaining the confidentiality of persons providing tips.

(i) Other Duties. The executive director shall perform other duties and responsibilities by the Chair of the Board.

Section 8.02 Selection and Removal.

The Board, by majority vote shall have the authority to hire and fire the executive director.

Section 8.03 Qualifications. The executive director should have experience either in law enforcement, public relations, or fundraising. The Board may develop a minimum set of qualifications. The executive director candidate should have an excellent reputation in the community.

Section 8.04 Annual Performance Review.

The executive committee shall conduct an annual performance review of the executive director using a recognized, thorough and objective performance assessment instrument.

ARTICLE 9

INDEMNIFICATION AND INSURANCE

Section 9.01 Indemnification.

The Corporation shall, to the maximum extend permitted by law as in effect at the time of adoption of these Bylaws or as amended from time to time, indemnify each of its agents against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact any such person is or was an agent of the corporation. For purposes of this section, an "agent" of the corporation includes any person who is or was a director, officer, employee or other agent of the corporation, or is or was serving at the request of the corporation as an officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise.

The corporation may purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under provisions of this Article.

ARTICLE 10

RECORDS AND REPORTS

Section 10.01 Maintenance of Corporate Records.

The corporation shall keep:

- (a) Books and Records. Adequate and correct books and records of account; and
- (b) Written Minutes. Written minutes of the proceedings of its Board and committees of the Board.

Section 10.02 Annual Report.

(a) Contents of Report. The Board shall cause an annual report to be sent to the directors within one hundred twenty days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

- (1) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.
- (2) The principal changes in assets and liabilities, including trust funds.
- (3) The revenue or receipts of the corporation both unrestricted and restricted to particular purposes.
- (4) The expenses or disbursements of the corporation for both general and restricted purposes.
- (5) Statistics regarding the number type of Crime Stoppers tips.
- (6) An overall account of the advertising, promotion, and fundraising, and outreach programs undertaken by the Board and by the executive director.

(b) Audited or Certified. The annual report shall be accompanied by any report on it of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

Section 10.03 Annual Statement of Certain Transactions and Indemnifications.

As part of the annual report, or as a separate document if no annual report is issued, the corporation shall annually prepare and furnish to each director a statement of any transaction or indemnification of the following kinds within one hundred twenty (120) days after the end of the corporation's fiscal year:

(a) "Interested Person" Transactions. Any transaction (1) in which the corporation, its parent, or its subsidiary was a party, (2) in which an "interested person" had a direct or indirect material financial interest, and (3) which involved more than Fifty Thousand Dollars (\$50,000), or was one of a number of transactions with the same interested person involving, in the aggregate, more than Fifty Thousand Dollars (\$50,000). For this purpose, an "interested person" is either of the following:

(A) Any director or officer of the corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest); or

(B) Any holder of more than ten percent (10%) of the voting power of the corporation, its parent or its subsidiary.

The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

(b) Indemnifications. Any indemnifications or advances aggregating more than Ten Thousand Dollars (\$10,000) paid during the fiscal year to any officer or director of the corporation under Section 8.01 of these Bylaws, unless that indemnification has already been approved by the directors.

ARTICLE 11

OTHER PROVISIONS

Section 11.01 Validity of Instruments

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing and any assignment or endorsement thereof executed or entered into between the corporation and any other person, when signed by the chairman, or vice-chairman and the secretary or treasurer of the corporation, shall be valid and binding on the corporation in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person(s) and in such manner as from time to time shall be determined by the Board and, unless so authorized by the Board, no officer, agent, or employee shall have any power or authority

to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 11.02 Construction and Definitions.

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in general law shall govern the construction of these Bylaws. Words in these Bylaws shall be read as the masculine or feminine gender and as the singular or plural, as the context requires. The captions and headlines in these Bylaws are for convenience only and are not intended to limit or define the scope or effect of any provision.

Section 11.03 Authority to Vote Securities.

The chair or any other officer(s) authorized by the Board are each authorized to vote, represent and exercise on behalf of the corporation all rights incident to any and all voting securities of any other corporation(s) standing in the name of this corporation. The authority granted herein may be exercised either in person or by any person authorized to do so by proxy or by power of attorney executed by the chair or authorized officer.

Section 11.04 Fiscal Year.

The fiscal year of the corporation shall be set by the Board.

Section 11.05 Parliamentary Authority

Robert's Rules of Order, newly revised, or Modern Rules of Order shall be the parliamentary authority for all matters or procedures not specifically covered by these Bylaws, or by special rules of procedure adopted by the members of the corporation entitled to vote.

Section 11.06 Student Crime Stoppers.

Heartland Crime Stoppers shall sponsor and support a "Student Crime Stoppers" organization in association and cooperation with county school boards and/or private schools in the tri-county area.

ARTICLE 12

AMENDMENTS

Section 12.01 Bylaws

These Bylaws will be reviewed not less often than every four (4) years and documented as to date of review. New Bylaws may be adopted or these Bylaws may be amended or repealed by majority vote of the Board, provided notice of such proposed amendment has been given to the Board in writing at least seventy-two (72) hours in advance of the vote.

EXHIBIT #5
44 pages

RECEIVED

AGREEMENT BETWEEN THE STATE OF FLORIDA
OFFICE OF THE ATTORNEY GENERAL

JUN 30 2010
CRIMINAL JUSTICE
PROGRAMS, FCPTI

AND

POLK COUNTY CRIME STOPPERS, INCORPORATED,
D/B/A HEARTLAND CRIME STOPPERS

GRANT NO: 021-10
CSFA #41.002

THIS AGREEMENT is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Department of Legal Affairs, Office of the Attorney General, Catalog of State Financial Assistance (CSFA) number 41.002, hereafter referred to as the Agency, and Polk County Crime Stoppers, Incorporated, d/b/a/ Heartland Crime Stoppers, hereafter referred to as the PROVIDER. The parties hereto mutually agree as follows:

ARTICLE 1. ENGAGEMENT OF THE PROVIDER

The Agency hereby agrees to engage the PROVIDER and the PROVIDER hereby agrees to provide services in accordance with the terms and conditions specified in this contract including Attachments A, B, C, D, and Exhibit 1, which together constitute the contract document.

ARTICLE 2. SCOPE OF SERVICES

The PROVIDER agrees to provide units of deliverables, including reports, findings, and drafts, as specified in this contract, which must be received and accepted by the contract manager in writing prior to payment. Invoices for fees or other compensation for services or expenses must include detail sufficient to permit proper pre-audit and post-audit. Where compensation for travel expenses is permitted in this contract, the PROVIDER shall be compensated in accordance with section 112.061, Florida Statutes (2009) or at such rates as specified in this contract, whichever is lower.

The PROVIDER shall neither assign this contract to another party nor subcontract any work contemplated under this contract without prior written consent of the Agency. Any assignment or subcontract entered into without prior written approval of the Agency shall be null and void.

The PROVIDER is responsible for all work performed and for all commodities produced pursuant to this contract whether actually furnished by the PROVIDER or any subcontractor or service provider. Any subcontracts shall be evidenced by a written document. The PROVIDER agrees that the Agency shall not be liable to any subcontractor or service provider for any reason. The PROVIDER, at its expense, will at the request of the Agency defend and indemnify the Agency against claims by any subcontractor or service provider.

The PROVIDER shall make payments to any subcontractor within seven (7) working days after receipt of full or partial payments from the Agency in accordance with section 287.0585, F.S., unless otherwise stated in the contract between the PROVIDER and subcontractor. Failure to pay a subcontractor within seven (7) working days will result in a penalty that shall be charged against the PROVIDER and paid to the subcontractor in the amount of one-half of one percent (.005) of the amount due per day from the expiration of the period allowed for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15%) percent of the outstanding balance due.

The Agency shall at all times be entitled to assign or transfer its rights, duties, or obligations under this contract to another State of Florida government entity after giving written notice to the PROVIDER. In the event the State of Florida assigns or transfers this contract, the PROVIDER remains responsible for performing its duties and obligations under the contract, and the contract remains binding upon the successors and assigns of the PROVIDER.

ARTICLE 3. AMOUNT OF FUNDS

The Agency agrees to pay the PROVIDER for services completed in accordance with the terms and conditions of this Agreement, the grant application and the budget as approved by the Agency. The total sum of monies paid to the PROVIDER for costs incurred for **services performed** under this Agreement shall not exceed the amount of monies deposited into the Crime Stopper Trust Fund within the judicial circuit in which monies were collected and available for award. The Agency shall distribute funds as equitably as possible, based on amounts collected within each county, when more than one county is eligible within a judicial circuit. If the PROVIDER is an official member of the Florida Association of Crime Stoppers, monies may only be allocated upon receipt of a Letter of Agreement from the appropriate Board of County Commissioners for each county served by the member. In accordance with Attachment B, the total sum of monies approved for the costs incurred under this Agreement shall not exceed **\$234,242**.

The PROVIDER shall not commingle grant funds with other business or personal funds or accounts.

ARTICLE 4. TIME OF PERFORMANCE

This Agreement shall become effective on July 1, 2010, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through June 30, 2011. No Budget or Program Modifications can be made to Attachment B of this Agreement after the termination date, June 30, 2011, or when all funds have been used.

ARTICLE 5. E-PROCUREMENT

Prior to execution of this Agreement, the Provider shall be registered electronically with the State of Florida at MyFloridaMarketPlace.com. If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider shall so register within twenty-one (21) days from execution. The online registration can be completed at: <http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>.

ARTICLE 6. AUTHORIZED EXPENDITURES

Only those expenditures which are detailed in Attachment B, and approved by the Agency, are eligible for payment with grant funds. The PROVIDER agrees not to make any modifications to Attachment B without submitting a Budget Modification request and receiving prior written approval of the Agency. However, the PROVIDER may, at one time during the period of the Agreement, transfer up to 10 percent (10%) of an approved budget category to other approved budget categories without written approval of the Agency. The 10% transfer cannot reduce the amount budgeted in the "Rewards and Public Education Awareness" category in Attachment B to less than 50% of the total budget. The 10% transfer cannot be used to adjust the budgeted amount of Attachment B in the "Salaried Employees" category.

The PROVIDER understands and agrees that funds may not be used to pay for fundraising; to pay for lobbying the Legislature, the judicial branch or a state agency; to pay for entertainment, food or refreshments; or to purchase decorative items. The PROVIDER further agrees that travel expenses paid by grant funds will not exceed state rates pursuant to Section 112.061, F.S. and expenditures of State financial assistance must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures. The PROVIDER shall reimburse the Agency for any balances of unobligated cash that was advanced and for all unauthorized or disallowed expenditures; and the PROVIDER shall not use grant funds for any expenditures made by the PROVIDER after midnight June 30, 2011, the termination date of the Agreement.

ARTICLE 7. METHOD OF PAYMENT

The PROVIDER, in accordance with Section 216.181(16), F.S., may request an advance of up to three months of anticipated expenses for program start-up, not to exceed one quarter of the grant total. Subsequent payment shall be based on reimbursement of monthly expenditures as reported by the PROVIDER. Settlement of an advance payment shall begin during the last quarter, or when 75% of the budget has been utilized, whichever occurs first. The PROVIDER must remit to the Office of the Attorney General all interest earned on the advance payment if such advance payment is deposited into an interest-bearing account.

A Reimbursement Request shall be made monthly based on PROVIDER submission and Agency approval of the Reimbursement Request Form, Invoice Tracking Forms, and copies of all invoices and receipts listed on the three (3) Invoice Tracking Forms. The Agency requires that support documentation of all expenditures be submitted to the Agency prior to approval of the Reimbursement Request Form. The PROVIDER shall maintain support documentation of all costs represented on the Reimbursement Request Form in their files. The Agency may withhold payment if services are not satisfactorily completed.

Pursuant to section 215.422, F.S., the Agency has fifteen (15) working days to inspect and approve goods and services, unless the bid specifications, purchase order, or this contract specify otherwise. Reimbursement Requests and invoices returned to a PROVIDER due to preparation errors will result in a non-interest bearing payment delay. Interest penalties less than one (1) dollar will not be paid unless the PROVIDER requests payment.

In accordance with the provisions of Section 287.0582, F.S., if the terms of this Agreement and payment thereunder extend beyond the current fiscal year, the Agency's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Legislature.

ARTICLE 8. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), F.S., the Agency of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

ARTICLE 9. REPORTS

The PROVIDER agrees to maintain and timely file such fiscal, inventory, and other reports as the Agency may require as incorporated in Attachment C to this Agreement. If the Provider fails to submit the required reports in a timely manner the Agency will withhold processing of reimbursement requests until all required reports have been submitted in a satisfactory manner.

ARTICLE 10. ACKNOWLEDGEMENT

The PROVIDER agrees to acknowledge the Office of the Attorney General in all publications and activities that are funded wholly or in part with Agency grant funds and in all materials produced or purchased wholly or in part with Agency grant funds.

ARTICLE 11. PURCHASES

The PROVIDER must purchase articles which are the subject of or are required to carry out this contract from Prison Rehabilitative Industries and Diversified Enterprises, Inc., (PRIDE) identified under Chapter 946, F.S., in the same manner and under the procedures set forth in subsections 946.515(2) and (4), F.S. For purposes of this contract, the PROVIDER shall be deemed substituted for the Agency insofar as dealings with PRIDE. **This clause is not applicable to subcontractors unless otherwise required by law.** An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, (800) 643-8459.

The PROVIDER must procure any recycled products or materials, which are the subject of or are required to carry out this contract, in accordance with the provisions of sections 403.7065, and 287.045, F.S.

If the PROVIDER is a unit of local or state government, the PROVIDER must follow the written purchasing procedures of the government agency. If the PROVIDER is a non-profit or for-profit organization, the PROVIDER must obtain a minimum of three (3) written quotes for all grant-related purchases equal to or in excess of one thousand dollars (\$1,000) unless it can be documented that the vendor is a sole source supplier. The PROVIDER must submit the copies of the three written quotes with a copy of the "Request for Bid" with the Reimbursement Request. The Agency, upon request, may approve in writing an alternative purchasing procedure.

ARTICLE 12. PROPERTY

The PROVIDER agrees to be responsible for the proper care, custody and distribution of all grant property, and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the Agency.

ARTICLE 13. AUDITS, INSPECTIONS, INVESTIGATIONS, RECORDS AND RETENTION

The PROVIDER shall maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditure of funds provided by the Agency under this contract and in accordance with generally accepted accounting procedures.

The PROVIDER shall maintain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after completion of the contract or longer when required by law. In the event an audit is required by this contract, records shall be retained for a minimum period of five (5) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this contract, at no additional cost to the Agency.

The PROVIDER, upon demand, at no additional cost to the Agency, will facilitate the duplication and transfer of any records or documents during the required retention period in Article 13, Paragraph 2.

The PROVIDER agrees to assure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the Agency or law.

The PROVIDER shall, at all reasonable times, without notice, for as long as records are maintained, provide persons duly authorized by the Agency or Federal law pursuant to 45 CFR, Section 92.36(i) (10), full access to and the right to examine any of the PROVIDER's contracts and related records and documents pertaining to this agreement and the grant funds provided hereunder, regardless of the form in which such documents are kept.

The PROVIDER shall provide a financial and compliance audit to the Agency as specified in this contract and in Attachment A and ensure that all related party transactions are disclosed to the auditor.

The PROVIDER shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the office of the Inspector General (Section 20.055, Florida Statutes) or authorized by law.

ARTICLE 14. MONITORING

The PROVIDER shall permit persons duly authorized by the Agency to inspect and copy any records, papers, documents, facilities, goods and services of the PROVIDER which are relevant to this contract, and to interview any clients, employees and subcontractors employees of the PROVIDER concerning the performance of the terms and conditions of this contract. Following such review, the Agency will deliver to the PROVIDER a written report of its findings, and the Agency may require the Provider to develop, a corrective action plan if the Agency, in its sole discretion, determines that such a plan is necessary. The PROVIDER hereby agrees to timely correct all deficiencies identified in any corrective action plan.

ARTICLE 15. FINANCIAL PENALTIES FOR FAILURES TO COMPLY WITH REQUIREMENT FOR CORRECTIVE ACTION

In accordance with the provisions of Section 402.73(1), Florida Statutes, and Section 65-29.001, Florida Administrative Code, corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance under this contract. Penalties may be imposed for failure to implement or to make acceptable progress on any corrective action plan

The increments of penalty imposition that shall apply, unless the Agency determines that extenuating circumstances exist, shall be based upon the severity of the noncompliance, nonperformance, or unacceptable performance that generated the need for corrective action plan. The penalty, if imposed, shall not exceed ten percent (10%) of the total contract payments during the period in which the corrective action plan has not been implemented or in which substantial progress towards implementation has not been made.

Noncompliance involving the provision of services shall result in the imposition of a ten percent (10%) penalty. Noncompliance as a result of unacceptable performance of administrative tasks shall result in the imposition of a five percent (5%) penalty.

ARTICLE 16. RETURN OF FUNDS

The PROVIDER shall return to the Agency any overpayments made to the PROVIDER for unearned income or disallowed items pursuant to the terms and conditions of this contract. In the event that the PROVIDER or any outside accountant or auditor determines that an overpayment has been made, the PROVIDER shall immediately return to the Agency such overpayment without prior

notification from the Agency. In the event that the Agency discovers that an overpayment has been made, the contract manager, on behalf of the Agency, will notify the PROVIDER and the PROVIDER shall forthwith return the funds to the Agency. Should the PROVIDER fail to immediately reimburse the Agency for any overpayment, the PROVIDER will be charged interest at the lawful rate on the amount of the overpayment or outstanding balance thereof.

ARTICLE 17. FINAL INVOICE

The PROVIDER agrees to submit the final invoice for payment to the Agency no more than thirty (30) days after the contract ends or is terminated. If the PROVIDER fails to do so, all rights to payment are forfeited and the Agency will not honor any requests submitted after the aforesaid time period. Any payment under this contract may be withheld until all reports due from the PROVIDER and necessary adjustments thereto have been approved by the Agency.

ARTICLE 18. NOTICE

Except as otherwise specified herein, all formal notices required under this contract shall be in writing and sent by a method of U.S. Postal Service or expedited delivery service that provides verification of delivery, or by hand delivery to the contract manager or the representative of the PROVIDER or Agency responsible for administration of the program.

ARTICLE 19. LIABILITY AND ACCOUNTABILITY

The PROVIDER, if a non-profit entity, agrees to provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability by reason of actions taken while acting within the scope of their authority during the existence of this contract and any renewal(s) and extension(s) thereof. Upon execution of this contract, the PROVIDER shall furnish the Agency written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Agency reserves the right to require additional insurance as specified in this contract.

ARTICLE 20. INDEPENDENT CONTRACTOR

The PROVIDER agrees that it is an independent contractor and not an officer, employee, agent, servant, joint venture or partner of the State of Florida, except where the PROVIDER is a state Agency. Neither the PROVIDER nor its agents, employees, subcontractors or assignees shall represent to others that the PROVIDER has the authority to bind the Agency. This contract does not create any right to any state retirement, leave or other benefits applicable to State of Florida personnel as a result of the PROVIDER performing its duties or obligations under this contract. The PROVIDER agrees to take such actions as may be necessary to ensure that each subcontractor of the PROVIDER will be deemed an independent contractor and will not be considered or permitted to be an employee, agent, servant, joint venturer, or partner of the State of Florida. The Agency will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the PROVIDER, or its subcontractor or assignee, unless specifically agreed in writing by the Agency.

All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the PROVIDER, the PROVIDER's officers, employees, agents, subcontractors, or assignees shall be the sole responsibility of the PROVIDER.

ARTICLE 21. PUBLIC RECORDS

The PROVIDER shall comply with Florida Public Records laws and allow public access to all documents, papers, letters, or other public records as defined in subsection 119.011 (11), F.S., made or received by the PROVIDER in conjunction with this contract, unless a statutory exemption from disclosure exists. It is expressly understood that the PROVIDER's failure to comply with this provision shall constitute an immediate and substantial breach of contract for which the Agency may unilaterally terminate the contract.

ARTICLE 22. EMPLOYMENT

The employment of unauthorized aliens by the PROVIDER is considered a violation of Section 274A(e) of the Immigration and Nationality Act. Knowingly employing unauthorized aliens shall be grounds for immediate termination of this agreement.

ARTICLE 23. NONDISCRIMINATION

The PROVIDER agrees not to discriminate against any employee in the performance of this contract or against any applicant for employment because of age, race, religion, color, disability, national origin, marital status or sex in accordance with CFOP 60-16. The PROVIDER further assures that all contractors, subcontractors, sub-grantees, or others with whom it arranges to provide services or benefits to clients or employees in connection with any of its programs and activities are not discriminating against those clients or employees because of age, race, religion, color, disability, national origin, marital status or sex. This is binding upon the PROVIDER employing fifteen (15) or more individuals.

The PROVIDER must complete the Civil Rights Compliance Questionnaire, CF Forms 946 A and B, in accordance with CFOP 60-16. This is binding upon providers that have fifteen (15) or more employees.

Subcontractors on any discriminatory vendor list may not transact business with any public entity, in accordance with the provisions of section 287.134 F.S.

ARTICLE 24. CONFIDENTIALITY OF CLIENT INFORMATION

The PROVIDER agrees not to use or disclose any information concerning a recipient of services under this contract for any purpose prohibited by state or federal law or regulations (except with the written consent of a person legally authorized to give that consent or when authorized by law).

ARTICLE 25. PUBLICITY

Without limitation, the PROVIDER and its employees, agents, and representatives will not, without prior Agency written consent in each instance, use any State mark, the name of any State agency or other Florida body politic, or the name of any official, officer or employee of the State, in advertising, publicity or any other promotional endeavors. Further, the PROVIDER and its employees, agents and representatives shall not, without prior Agency written consent, represent, directly or indirectly, that any product or service provided by the PROVIDER has been approved or endorsed by the Agency, the Attorney General, the State of Florida, or any State agency or other Florida body politic, official, officer or employee of the State, or refer to the existence of this contract in press releases, advertising or promotional materials distributed to the PROVIDER's prospective customers.

ARTICLE 26. PUBLIC ENTITY CRIME

Pursuant to section 287.133, F.S., the following restrictions are placed on persons convicted of public entity crimes to transact business with the Agency: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

ARTICLE 27. GRATUITIES

The PROVIDER agrees that it will not offer or give any gift or any form of compensation to any Agency employee. As part of the consideration for this contract, the parties intend that this provision will survive the contract for a period of two years. In addition to any other remedies available to the Agency, any violation of this provision will result in referral of the PROVIDER's name and description of the violation of this term to the Agency of Management Services for the potential inclusion of the PROVIDER's name on the suspended vendors list for an appropriate period. The PROVIDER will ensure that its subcontractors, if any, comply with these provisions.

ARTICLE 28. PATENTS, COPYRIGHTS, AND ROYALTIES

The PROVIDER agrees that if any discovery or invention arises or is developed in the course of or as a result of work or services performed under this contract, or in any way connected herewith, the discovery or invention shall be deemed transferred to and owned by the State of Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.

In the event that any books, manuals, films, or other copyrightable materials are produced, the PROVIDER shall identify all such materials to the Agency. Any and all copyrights accruing under or in connection with performance under this contract are hereby reserved to the State of Florida.

The PROVIDER shall indemnify and save the Agency and its employees harmless from any claim or liability whatsoever, including costs and expenses, arising out of any copyrighted, patented, or unpatented invention, process, or article manufactured or used by the PROVIDER in the performance of this contract. The PROVIDER shall indemnify and hold the Agency and its employees harmless from any claim against the Agency for infringement of patent, trademark, copyright or trade secrets. The Agency will provide prompt written notification of any such claim. During the pendency of any claim of infringement, the PROVIDER may, at its option and expense, procure for the Agency, the right to continue use of, or replace or modify the article to render it non-infringing. If the PROVIDER uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the compensation paid pursuant to this contract includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work contemplated by this contract.

Subcontracts must specify that all patent rights and copyrights are reserved to the State of Florida.

ARTICLE 29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The PROVIDER shall, where applicable, comply with the Health Insurance Portability and Accountability Act (42 U. S. C. 1320d.) as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164).

ARTICLE 30. CONSTRUCTION OR RENOVATION OF FACILITIES USING STATE FUNDS

Any state funds provided for the purchase of or improvements to real property are contingent upon the PROVIDER granting to the state a security interest in the property at least to the amount of the state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of receipt of state funding for this purpose, the PROVIDER agrees that, if it disposes of the property before the Agency's interest expires or is vacated, the PROVIDER will refund the proportionate share of the state's initial investment, as adjusted by an agreed method of depreciation.

ARTICLE 31. INDEMNIFICATION

The PROVIDER shall be liable for and indemnify, defend, and hold the Agency and all of its officers, agents, and employees harmless from all claims, suits, judgments, or damages, including attorneys' fees and costs, arising out of any act or omission or neglect by the PROVIDER and its agents, employees and subcontractors during the performance or operation of this contract or any subsequent modifications or extensions thereof.

The PROVIDER's evaluation or inability to evaluate its liability shall not excuse the PROVIDER's duty to defend and to indemnify the Agency within seven (7) days after notice by the Agency. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the PROVIDER not liable shall excuse performance of this provision. The PROVIDER shall pay all costs and fees including attorneys' fees related to these obligations and their enforcement by the Agency. The Agency's failure to notify the PROVIDER of a claim shall not release the PROVIDER from these duties. The PROVIDER shall not be liable for the sole negligent acts of the Agency.

ARTICLE 32. TERMINATION

This contract may be terminated by either party without cause upon not less than thirty (30) calendar days notice in writing to the other party unless a shorter time period is mutually agreed upon in writing. Notices under this Article shall be delivered by a method of U.S. Postal Service or expedited delivery service that provides verification of delivery, or by hand delivery, to the contract manager or the representative of the PROVIDER or Agency responsible for administration of the program.

In the event funds for payment pursuant to this contract become unavailable, the Agency may terminate this contract upon no less than twenty-four (24) hours notice in writing to the PROVIDER. Said notice shall be sent by a method of U.S. Postal Service or any expedited delivery service that provides verification of delivery, or by hand delivery, to the contract manager or the representative of the PROVIDER responsible for administration of the program. The Agency shall be the final authority as to the availability and adequacy of funds.

Failure of the PROVIDER to perform its contractual duties or obligations in a manner satisfactory to the Agency shall be grounds for termination for cause. This contract may be terminated for cause upon no less than twenty-four (24) hours notice in writing to the PROVIDER. If applicable, the Agency may employ the default provisions in Rule 60A-1.006(3), F.A.C. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be

construed to be a modification of the terms and conditions of this contract. The provisions herein do not limit the Agency's right to any remedies at law or in equity.

In the event this Agreement is terminated all supplies, equipment and property purchased with grant funds shall be returned to the Agency. Any finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the PROVIDER under this Agreement shall be made available to and for the exclusive use of the Agency. The PROVIDER agrees to return all unexpended funds to the Agency within 30 days of the earliest of the effective date of termination or expiration of the Agreement.

Notwithstanding the above, the PROVIDER shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any termination or breach of this Agreement by the PROVIDER.

In the event this Agreement is terminated, the PROVIDER shall be reimbursed for costs of services provided through the effective date of termination, if proper and complete documentation is received by the Agency within 30 days following the termination of this agreement.

ARTICLE 33. AMENDMENTS

A party may request reasonable changes to the provisions of, or scope of services to be performed under Attachment B of this Agreement. Such changes that are mutually agreed upon by all parties shall be confirmed in writing by each party. Such changes which are deemed by the Agency to be substantial modifications to the goals, objectives, or strategies shall require the submission of a written Program Modification request. Any approved Program Modification shall be incorporated into Attachment B of this Agreement.

ARTICLE 34. OFFICIAL PAYEE AND REPRESENTATIVES (Names, Addresses, Telephone Numbers and Email Address):

1. PROVIDER name, as shown on page 1 of this contract, and mailing address of the official payee to whom the payment shall be made is:

Name: Polk County Crime Stoppers, Incorporated,
d/b/a/ Heartland Crime Stoppers
Address: Post Office Box 2681
City, State Zip: Lakeland, Florida 33806
Telephone Number: (863) 602-0504
Email Address: Wayne@heartlandcrimestoppers.com

2. The name of the contact person and street address where financial and administrative records are maintained is:

Name: Michael Carter
Address: 811 E. Main Street
City, State Zip: Lakeland, Florida 33801
Telephone Number: (863) 687-6783
Email Address: mcarter@nctgroup.com

3. The name, address, and telephone number of the representative of the PROVIDER responsible for administration of the program under this contract is:

Name: M. Wayne Cross, Executive Director
Address: Post Office Box 2681
City, State Zip: Lakeland, Florida 33806
Telephone Number: (863) 602-0504
Email Address: wayne@heartlandcrimestoppers.com

4. The name, address, and telephone number of the contract manager for the Agency for this contract is:

Agency: Office of the Attorney General
Name: Edna Smith, Planning Manager Supervisor
Address: PL-01, The Capitol
City, State Zip: Tallahassee, Florida 32399-1050
Telephone Number: (850) 414-3357
Email Address: edna.smith@myfloridalegal.com

In the event of any change concerning an official payee, representative, or office (names, addresses, telephone numbers), notice of such change shall be provided in writing to the other party and attached as a supplement to the original copies of this contract.

ARTICLE 35. GOVERNING LAW

This contract is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida law without reference to conflict of laws principles.

ARTICLE 36. JURISDICTION AND VENUE

The parties consent to jurisdiction and venue in the appropriate State court in Leon County, Florida.

ARTICLE 37. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This contract and its attachments, Attachment A, Attachment B, Attachment C, Attachment D and Exhibit I, and any exhibits referenced therein, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is determined by a court of law to be unlawful or unenforceable, the remainder of the contract shall remain in full force and effect.

By signing this contract, the parties agree that they have read and agree to the entire contract, as described in Article 37 above.

IN WITNESS THEREOF, the parties hereto caused this 38 page contract to be executed by their undersigned officials as duly authorized.

PROVIDER: Polk County Crime Stoppers, Incorporated
d/b/a/ Heartland Crime Stoppers

AGENCY: Office of the Attorney General
The Department of Legal Affairs
State of Florida

M. Wayne Cro
PROVIDER REPRESENTATIVE (DATE)

Executive Director
TITLE OF PROVIDER REPRESENTATIVE

59-3259825
FEDERAL EID # of PROVIDER

Bill Stewart 7/2/10
BILL STEWART (DATE)
DEPUTY CHIEF OF STAFF

RECEIVED

JUN 30 2010

CRIMINAL JUSTICE
PROGRAMS, FCPTI

PROVIDER Fiscal Year Ending Date: 2011

ATTACHMENT A
Florida Single Audit Act Requirements

The administration of resources awarded by the Agency to the PROVIDER may be subject to audits and/or monitoring by the Agency as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "Audits" below), monitoring procedures may include, but not be limited to, on-site visits by Agency staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, PROVIDER agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Agency. In the event the Agency determines that a limited scope audit of PROVIDER is appropriate, PROVIDER agrees to comply with any additional instructions provided by the Agency staff to PROVIDER regarding such audit. PROVIDER further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if PROVIDER is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

61. In the event that PROVIDER expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, PROVIDER must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit 1 to this agreement indicates Federal resources awarded through the Agency by this agreement. In determining the Federal awards expended in its fiscal year, PROVIDER shall consider all sources of Federal awards, including Federal resources received from the Agency. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of PROVIDER conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
62. In connection with the audit requirements addressed in Part I, paragraph 1, PROVIDER shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
63. If PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that PROVIDER expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e.,

the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).

PART II: STATE FUNDED

This part is applicable if PROVIDER is a non-state entity as defined by Section 215.97(2), Florida Statutes.

81. In the event that PROVIDER expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient (for fiscal years ending September 30, 2004, or thereafter), PROVIDER must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Agency by this agreement. In determining the state financial assistance expended in its fiscal year, PROVIDER shall consider all sources of state financial assistance, including state financial assistance received from the Agency, other agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
82. In connection with the audit requirements addressed in Part II, paragraph 1; PROVIDER shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
83. If PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004, or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that PROVIDER expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from PROVIDER's resources obtained from other than State entities).

84. **NOTE: FOR ADDITIONAL INFORMATION, PLEASE GO TO:**
<https://apps.fldfs.com/fsaa/>

PART III: OTHER AUDIT REQUIREMENTS

Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.

PART IV: REPORT SUBMISSION

121. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of PROVIDER directly to each of the following:

III. The Office of the Attorney General

Bureau of Citizens Safety Programs and Criminal Justice Programs
Bureau Chief, PL-01, The Capitol
Tallahassee, Florida 32399-1050

- JJJ. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:**

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

- KKK. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.**

122. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Agency for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, PROVIDER shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of PROVIDER's audited schedule of expenditures of Federal awards directly to the Agency's Contract Manager listed in this Contract.

123. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of PROVIDER directly to each of the following:

- OO. The Agency at the following address:**

The Office of the Attorney General
Bureau of Citizen Safety Programs and Criminal Justice Programs
Bureau Chief, PL-01, The Capitol
Tallahassee, Florida 32399-1050

PP. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

124. Copies of reports or the management letter required by PART III of this agreement shall be submitted by or on behalf of PROVIDER directly to the Agency's Contract Manager listed in this Contract.
125. Any reports, management letter, or other information required to be submitted to the Agency pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
126. PROVIDER, when submitting financial reporting packages to the Agency for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), rules of the Auditor General, should indicate the date that the reporting package was delivered to PROVIDER in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

21. PROVIDER shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Agency or its designee, CFO, or Auditor General access to such records upon request. PROVIDER shall ensure that audit working papers are made available to the Agency or its designee, CFO, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Agency.

NOTE: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.

EXHIBIT – 1

**FEDERAL RESOURCES AWARDED TO PROVIDER PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

No Federal Project Funds Awarded

**STATE RESOURCES AWARDED TO PROVIDER PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

No Matching Funds for Federal Programs Awarded

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

<u>STATE PROJECT</u>	<u>AGENCY</u>	<u>PROJECT TITLE</u>	<u>AWARD AMOUNT</u>
#41.002	Office of the Attorney General	Crime Stoppers	\$234,242

TOTAL STATE FUNDS AWARDED SUBJECT TO SECTION 215.97, F.S. \$234,242

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARD
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

- 121. Activities Allowed
- 122. Allowable Cost
- 123. Cash Management
- 124. Equipment and Real Property Management
- 125. Period of Availability
- 126. Reporting

**Specific compliance requirements for State financial assistance awarded pursuant to this
agreement can be found on the Florida Single Audit Act website at: <https://apps.fldfs.com/fsaa/>**

*NOTE: section .400(d) of OMB Circular A-133, as revised, and Section 215.97 (5), Florida Statutes,
require that the information about Federal Programs and State Projects included in Exhibit 1 be
provided to PROVIDER.*

FLORIDA CRIME STOPPERS TRUST FUND

ATTACHMENT B

Grant Application
2010-2011

Section 1. Applicant Information

Type of Governmental Agency or Organization (check space)

_____ County ☒ Member, Florida Association of Crime Stoppers, Inc.

Organization Information

Name of Agency or Organization	
Heartland Crime Stoppers	
Organization Mailing Address:	Applicable Judicial Circuits:
PO Box 2681	10th
City, State and Zip	Participating Counties:
Lakeland, FL 33806	Polk, Highlands and Hardee
Federal Identification Number:	
59-3259825	
Total Budget Request:	
\$234,242.00	

Individual to Contact in Case of Question:	Area Code/Phone No.
M. Wayne Cross	863-602-0504
Email Address:	polkcrimestop@aol.com

Coordination of Services: Identify agencies with which the organization will coordinate its service.

Polk County Sheriff Office	Bartow Police Department
Highlands County Sheriff Office	Eagle Lake Police Department
Hardee County Sheriff Office	Lake Alfred Police Department
Lakeland Police Department	Haines City Police Department
Winter Haven Police Department	Lake Hamilton Police Department
Mulberry Police Department	Dundee Police Department
Lake Wales Police Department	Frostproof Police Department
Avon Park Police Department	Sebring Police Department
Lake Placid Police Department	Wachula Police Department
Bowling Green Police Department	

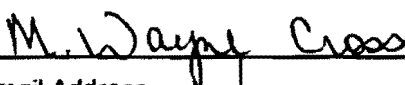
RECEIVED

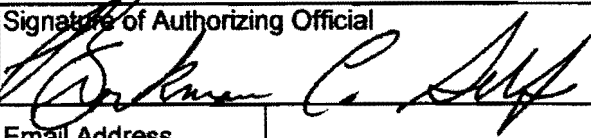
MAY 26 2010


**CRIMINAL JUSTICE
PROGRAMS, FCPTI**

Section 2. Certification/Signatures

I acknowledge that I have read, understood, and agree to the conditions set forth in the Florida Crime Stopper Trust Fund Grant Application Package for the duration of the grant period. Funds approved in "Attachment B" may not be used for donations, contributions or other types of like expenditures. All funds, without exception, not utilized by this grant must be returned to the Crime Stopper Trust Fund. Further, I certify the information contained in this application is true, complete and correct.

Printed Name of Program Director M. Wayne Cross	Title Executive Director
Street, Post Office Box or Drawer PO Box 2681	Area Code/Telephone No. 863-602-0504
City, State and Zip Code Lakeland	Area Code/Fax No. 863-646-8162
Signature of Program Director 	Date of Signature 6-1-10
Email Address	polkcrimestop@aol.com

Printed Name of Authorizing Official Brock Self	Title Chairman
Street, Post Office Box or Drawer PO Box 2681	Area Code/Telephone No. 863-581-2141
City, State and Zip Code Lakeland, FL 33806	Area Code/Fax No. 863-646-8162
Signature of Authorizing Official 	Date of Signature 6-1-10
Email Address	bcsself@tampabay.rr.com

Printed Name of Financial Officer Michael Carter	Title Treasurer
Street, Post Office Box or Drawer 811 E Main St	Area Code/Telephone No. 863-687-6783
City, State and Zip Code Lakeland, FL 33801	Area Code/Fax No. 863-687-2220
Signature of Financial Officer 	Date of Signature 6/1/10
Email Address	mcarter@nctgroup.com

RECEIVED

JUN 04 2010

**CRIMINAL JUSTICE
PROGRAMS, FCPTI**

Section 3. Organization Mission Statement - This section should contain a mission statement of your organization. Please include the following required data for the area that you serve.

MISSION STATEMENT: Crime Stoppers is an effective crime-fighting tool. The principle objective of the program is to foster a partnership between the public, the media and law enforcement. Heartland Crime Stoppers will maintain a tip line that is available 24 hours a day, 7 days a week. All callers to the tip line are anonymous to Crime Stoppers. Grant funds will allow the Board of Directors to continue a viable program, complete with staff, resources, rewards, and advertising. Heartland Crime Stoppers will use the grant funds to profile crimes and wanted persons for Law Enforcement agencies in the 10th Judicial Circuit.

Heartland Crime Stoppers covers the three counties of the 10th Judicial Circuit. Polk, Highlands, and Hardee Counties.

INFORMATION ABOUT AREA SERVED

Population Served by Organization: 702,000

Crime Rate per County Served (per UCR): County 3420 per 100,0

Number of Media Outlets: 21

Are Billboards Available In Your Area? yes

Number of Law Enforcement Agencies: 17

Number of Schools in Area Served by Organization:

High Schools: 6

Middle Schools: 25

Elementary Schools: 88

Colleges: 6

Other Schools Served: (Private, Chartered, Christian, etc.) 7

Number of Public Transportation Entities Available in Area Served: 1

Number of Community Events In Area Served: 3




Section 4. Objectives - Strategies/Activities - Utilizing the objectives detailed in this section, establish three (3) strategies to achieve the objectives. The strategies must be quantifiable, measurable, verifiable, able to be completed quarterly, and related to budgetary requests, i.e., what is to be done, how many times, and when. Five (5) pages have been included herein, 4 A, 4 B, 4 C, 4 D, and 4 E.

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	EVALUATION CRITERIA
Objective 1. Increase public awareness of the Crime Stopper Program and initiative from July 1, 2010, through June 30, 2011.	1) Beginning July 1 2010 and ending June 30, 2011 Heartland Crime Stoppers will produce a minimum of four newspaper inserts profiling crimes and fugitives during the fiscal 2010-2011 year. <i>good</i>	1)compare tip and rewards on a monthly basis to determine if inserts are productive
	2) Beginning July 1, 2010 and ending June 30, 2011 Heartland Crime Stoppers will email monthly the above mentioned newspaper inserts to a database of 5,000 recipients provided to us by the Polk County Sheriff's Office <i>good</i>	2)compare tips and rewards on a monthly basis to determine if this is effective.
	3) Beginning July 1, 2010 and ending June 30, 2011 Heartland Crime Stoppers will print and distribute printed materials to 50% of all the licenced alcohol establishments in Polk, Highlands and Hardee Counties. <i>2. coasters</i> <i>good</i>	3)compare tips and rewards on monthly basis to determine if this is effective.

Section 4. Objectives - Strategies/Activities - Utilizing the objectives detailed in this section, establish three (3) strategies to achieve the objectives. The strategies must be quantifiable, measurable, verifiable, able to be completed quarterly, and related to budgetary requests, i.e., what is to be done, how many times, and when. Five (5) pages have been included herein, 4 A, 4 B, 4 C, 4 D, and 4 E.

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	EVALUATION CRITERIA
Objective 2. Increase participation and contact with local law enforcement agencies from July 1, 2010, through June 30, 2011, and provide available services for law enforcement use.	1) During the fiscal year 2010 and 2011 Heartland Crime Stopper will conduct at least one meeting with administration with each law enforcement entity in our covered area. In these meetings we will review any concerns or problems. Heartland will also seek input from each agency as to what we can do to better serve them. <i>Good</i>	1) Quarterly we will do an audit of all tips to ascertain if there is an increase in feedback on the tips from the law enforcement agencies.
	2). Beginning July 1, 2010 and June 30, 2011 Heartland Crime Stoppers make contact with Law Enforcement to improve by 10% monthly feedback of dispositions regarding arrests on tips provided to law enforcement agencies. <i>Good</i>	2) Quarterly we will do an audit of all tips to ascertain if there is an increase in feedback on the tips from the law enforcement
	3). Beginning July 1, 2010 and ending June 30, 2011 we will contact each agency twice during the budget year to verify use of advertising materials and verify if there is a need for more signs, flyers, door hangers <i>Good</i>	3). compare the amount of advertising material given out during last budget year compared to this budget year.

Section 4. Objectives - Strategies/Activities - Continued - Utilizing the objectives detailed in this section, establish three (3) strategies to achieve the objectives. The strategies must be quantifiable, measurable, verifiable, able to be completed quarterly, and related to budgetary requests, i.e., what is to be done, how many times and when. Five (5) pages have been included herein, 4 A, 4 B, 4 C, 4 D, and 4 E.

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	EVALUATION CRITERIA
Objective 3. Require civilian board participation from July 1, 2010, through June 30, 2011.	1) Civilian Board member will be required to have an excused absense if they miss more than 2 board meetings. They will be removed from the Board if they miss 2 unexcused meetings. The Board will have a minimum of 4 meetings during the fiscal year. 	1) Take attendance during each board meeting and document such in the Board meeting minutes
	2) Utilize teleconferencing at each board meeting in order to facilitate Board members that are unable to physically attend. 	2) . Compare the attendance numbers prior to teleconferencing being offered
	3) .Civilian Board members will participate in at least one community event or meeting during the fiscal year. 	3) Take attendance at all community events

Section 4. Objectives - Strategies/Activities - Continued - Utilizing the objectives detailed in this section, establish three (3) strategies to achieve the objectives. The strategies must be quantifiable, measurable, verifiable, able to be completed quarterly, and related to budgetary requests, i.e., what is to be done, how many times and when. Five (5) pages have been included herein, 4 A, 4 B, 4 C, 4 D, and 4 E.

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	EVALUATION CRITERIA
<p>Objective 4. Submit all required reports from July 1, 2010, through July 31, 2011, by the due date, as stated in Attachment C of the grant agreement.</p>	<p>1. Submit Reimbursement Request/Expenditure Report by the 20th of the following month. To include the following:</p> <ul style="list-style-type: none"> A. Invoice Tracking Reports (3) & copies of receipts <ul style="list-style-type: none"> a. Rewards and Public Education b. Operating Expenses c. Salaried Employees B. Monthly Statement of Salary/Benefits C. Monthly Total Time Sheet signed by employee and Board Authorizing Official D. Daily Vehicle Use Log signed by claimant/driver and Board Authorizing Official E. Property Inventory F. Travel Voucher signed by traveler and Board Authorizing Official <p>2. Submit Monthly Performance Report by 20th of following month</p> <p>3. Submit Quarterly Outcome Report by October 20, January 20, April 20, and July 20</p> <p>4. Final Reimbursement Request Invoice, #13, due by July 31, 2011, or payment will be disallowed</p> <p>5. Final Monthly Performance Report due by July 31, 2011</p> <p>6. Final Quarterly Outcome Report due by July 31, 2011</p> <p>7. Final Financial Statement Report/Perpetual Budget due by July 31, 2011</p> <p>* The following are due after July 31 but are required reports</p> <p>*8. Single Audit Act Affidavit due on or before December 28, 2011</p> <p>*9. Extension of Time to File Audit is due on or before December 28, 2011</p> <p>*10. Audit, if required, due no later than March 1, 2012</p>	<p>Monitor report due dates and dates reports submitted to OAG.</p> <p>Reports are due in the office of the OAG on or before the 20th. Reports received after the 20th are considered late submissions. Post marks are not considered.</p> <p>Reports that have to be returned for corrections are considered late if not returned to the OAG on or before the 20th.</p>

Section 4. Objectives - Strategies/Activities - Continued - Utilizing the objectives detailed in this section, establish three (3) Strategies to achieve the objectives. The strategies must be quantifiable, measurable, verifiable, able to be completed quarterly, and related to budgetary requests, i.e., what is to be done, how many times and when. Five (5) pages have been included herein, 4 A, 4 B, 4 C, 4 D, and 4 E.

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	EVALUATION CRITERIA
<p>Objective 5. Increase student and faculty awareness of our school Crime Stopper program from July 1, 2010, through June 30, 2011.</p>	<p>1). Beginning July 1, 2010 and ending June 30,2011 Heartland Crime Stoppers Will distribute Pens, Pencils and magnet to all the High and Middle schools in Polk, Highlands, and Hardee County</p> <p style="text-align: center;">good</p>	<p>1) Compare campus tips on a monthly basis to determine if this led to increase in tips</p>
	<p>2) Beginning July 1, 2010 and ending June 30, 2011 Heartland Crime Stoppers will meet all the School Resource Officer at least once during the 2009-2010 school term and offer all the promotional material to increase our expousure to all the students in the three county area.</p> <p style="text-align: center;">good</p>	<p>2)Compare campus tips on a monthly basis to determine if this led to increase in school tips.</p>
	<p>3 Beginning July 1, 2010 and ending June 30,2011 Heartland Crime Stoppers will pick three schools where participation in Crime Stoppers is lacking, and do personal meetings with the School Resource Officer and school official to improve their involement in Crime Stoppers</p> <p style="text-align: center;">good</p>	<p>3). Compare tips from these schools on a monthly basis to determine if our mentoring has increased the tips.</p>

Section 5. Previous Activity - Provide the following information for the three previous grant years, excluding current year. All information provided must occur between October 1, and September 30, of the years requested.

Year	# of Tips Written		% of Increase or Decrease in Tips Written	# of Arrests	# of Cases Cleared	# of Rewards Approved	Total # of Rewards Paid	% of Rewards Paid vs. Approved
2006-2007	1910			263	295	253	168	66%
2007-2008	2361	0	0.00%	555	901	403	324	80%
		451	23.61%					
2008-2009	1953	-408	-17.28%	291	345	255	201	79%
		0	0.00%					

Year	\$ Spent on Public Awareness*		Cost per Tip	\$ Amount of Grant Funds Reimbursed
2006-2007	\$95,043.00		\$49.76	\$220,712.00
2007-2008	\$98,275.00		\$41.62	\$266,480.00
2008-2009	\$92,211.00		\$47.22	\$252,417.00

*Dollars spent on Rewards and Public Education Category not Dollars Budgeted.

Section 6. Programmatic and Fiscal Evaluation for the Previous Year (2008-2009) and Year-to-Date for (2009-2010): State in this section what has been successful and what has not been successful and determine if programmatic cost from previous year and year-to-date have been cost effective and productive. Pages may be added.

Heartland Crime Stoppers has continued to publish a monthly insert in our local paper. We have only done one monthly insert because of the problem with the budget.

We have increased replies from Law Enforcement on dispositions of tips.

We have been successful with the school program but were not able to do every thing we wanted because of the fiscal year ended early.

Section 7. Review of Performance Measures from Current Year - Will your Performance Measures from the current grant year of (2009-2010) be achieved by your organization? If yes, please give a brief narrative of your achievements. If no, give reasons why you were unable to meet your established Performance Measures and did you require a Program Modification?

Objective #1

Heartland Crime Stoppers printed one newspaper inserts. The other would have been done but the budget year ended early

The insert was emailed to more than 5000 addressee in the Sheriff Office data base.

We have handed out our signs, banners etc to all the law enforcement agencies in all three counties.

Objective #2.

Enhance participation between Heartland Crime Stoppers with all the law enforcement agencies in Polk, Highland, Hardee.

We have met with most of the Police Departments and Sheriff Offices in Polk, Highlands and Hardee counties. We have distributed our advertisement materials to all the agencies that have agreed to use our material. We will make a final contact before the end of the fiscal year. Heartland has increased tips from Highlands and Hardee counties by 48 tips so far this fiscal year.

Heartland Crime Stoppers did not meet our objective to increase the disposition from Law Enforcement because the budget year ended early

Objective #3

All Board members that missed meeting without prior approval of the Executive Board have been instructed as to the by-law requirement that they can not miss two unexcused meeting in our fiscal year.

Objective 4

All reports have been submitted in a timely basis.

Objective 5

Objective 5

Promote Student Crime Stoppers in all three Counties

We will not be able to meet this requirement because the budget ended before the yearly meeting with the School Resource Officer.

Section 8. The Budget - The Budget section is divided into three budget categories (Rewards and Public Education, Operating Expenses and Salaries) and a Budget Summary. Provide information on all proposed grant expenditures in the appropriate budget categories. Items must meet these three (3) directives; "allowable," "necessary," and "reasonable."

Part A. Rewards and Public Education - Includes, but is not limited to the following OAG approved items. Blank lines will be provided for any additional requests, but will be subject to evaluation and approval by staff. This category must "total" a minimum of 50% of your award amount.

Item	\$ Amount	@	Quantity/Number of Months	Total
Rewards & Public Education				
Rewards	\$7,000.00	@	12	\$84,000.00
Tip Lines	\$51.00	@	12	\$612.00
Answering Service/Telecommute Fees	\$375.00	@	12	\$4,500.00
Tip Software	\$100.00	@	12	\$1,200.00
Brochures (Crime Specific or Related & Program Awareness)	\$2,000.00	@	1	\$2,000.00
Website Development/Maintenance		@		\$0.00
Cell Phone (Tip Coordinator)	\$140.00	@	12	\$1,680.00
Crime Prevention Training		@		\$0.00
Program Awareness/Media				
Billboards/Rolling Billboards		@		\$0.00
Bus/Vehicle Wraps		@		\$0.00
Cab Signs		@		\$0.00
Newspaper	\$5,000.00	@	2	\$10,000.00
Radio		@		\$0.00
Television (Program Associated)		@		\$0.00
Movie Theater		@		\$0.00
Program Specialty Items	\$15,000.00	@	1	\$15,000.00
Door Hangers/Yard Signs	\$10,000.00	@	1	\$10,000.00
Window Clings		@		\$0.00
Yellow Pages		@		\$0.00
Newsletters		@		\$0.00

Part A. Rewards and Public Education - Continued

Item	\$ Amount	@	Quantity/Number of Months	Total
Child ID Programs		@		\$0.00
Child ID Supplies		@		\$0.00
Playing Cards	\$10,000.00	@	1	\$10,000.00
Crime Scene Tape		@		\$0.00
Posters/Banners	\$10,000.00	@	1	\$10,000.00
Bus Benches		@		\$0.00
Fugitives				
Wanted Fugitive Ads	\$5,000.00	@	1	\$5,000.00
Wanted Fugitive Flyers		@		\$0.00
Wanted Fugitive Posters		@		\$0.00
Wanted Fugitive Billboards		@		\$0.00
"OTHER" Specific Line Items (not listed above. Explain on page 14, Section 10, in detail.)				
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
Total Rewards & Public Education			88%	\$153,992.00

Part B. Operating Expenses - Includes, but is not limited to the following OAG approved Items. Blank lines will be provided for any additional requests, but will be subject to evaluation and approval by OAG staff.

Item	\$ Amount	@	Quantity/Number of Months	Total
Office Expenditures				
Office Rent (must submit copy of lease)		@		\$0.00
Utilities		@		\$0.00
Office Phone (Not Tip Line)	\$100.00	@	12	\$1,200.00
Cellular Phone		@		\$0.00
Fax Line		@		\$0.00
Internet Line	\$100.00	@	12	\$1,200.00
Internet Service/Wireless Connectivity		@		\$0.00
Postage (must maintain postage log to demonstrate usage)		@		\$0.00
Post Office Box Rent	\$65.00	@	1	\$65.00
Storage Rent	\$2,200.00	@	1	\$2,200.00
Letter Head/Envelopes	\$200.00	@	1	\$200.00
General Office Supplies (i.e. Pens, Pencils, Copy Paper, Ink Cartridges, etc.)	\$200.00	@	1	\$200.00
Television (Cable Service)		@		\$0.00
Vehicle Mileage	\$200.00	@	12	\$2,400.00
Vehicle Maintenance		@		\$0.00
Equipment and Property				
Office Furniture		@		\$0.00
Computer (including monitor or Software purchased with computer)		@		\$0.00
Computer Hardware Accessories		@		\$0.00
Laptop Computer		@		\$0.00
Additional Software		@		\$0.00
LCD Projector		@		\$0.00
FAX Machine		@		\$0.00

Item	\$ Amount	@	Quantity/Number of Months	Total
Equipment and Property cont'd				
Printer		@		\$0.00
Copier		@		\$0.00
Copier Rental		@		\$0.00
Copier Maintenance		@		\$0.00
Telephone Equipment (not bills)		@		\$0.00
Projection Screen		@		\$0.00
Display Board		@		\$0.00
Television		@		\$0.00
VCR/DVD		@		\$0.00
Training				
Staff Training (Explain in detail, in Section 9, page 13A-B)		@		\$0.00
Director & Board Training (Explain in detail, Section 9, page 13A-B)	\$1,000.00	@	1	\$1,000.00
Fees				
Corporate Filing Fees	\$85.00	@	1	\$85.00
City Fees		@		\$0.00
Other State or County Fees (not associated with fund raising)		@		\$0.00
Membership Dues (Limited to those listed below)				
FACS (Florida Association of Crime Stoppers, Inc.)	\$500.00	@	1	\$500.00
Southeastern Crime Stoppers Association	\$50.00	@	1	\$50.00
USA Crime Stoppers Association	\$350.00	@	1	\$350.00
Insurances				
Board & Officers Liability (Mandatory)	\$800.00	@	1	\$800.00
Employee Bond Insurance		@		\$0.00
Storage Unit Insurance		@		\$0.00
General Liability		@		\$0.00
Vehicle Insurance		@		\$0.00

Item	\$ Amount	@	Quantity/Number of Months	Total
Travel				
FACS (February Meeting)	\$1,000.00	@	2	\$2,000.00
FACS (June Meeting - MANDATORY)	\$1,000.00	@	2	\$2,000.00
FACS (October Meeting)	\$1,000.00	@	2	\$2,000.00
Southeastern Regional Meeting	\$1,000.00	@	2	\$2,000.00
USA Crime Stoppers Meeting		@		\$0.00
Professional Services				
Accounting		@		\$0.00
Legal		@		\$0.00
Employment/Payroll Services		@		\$0.00
Computer Tech Support		@		\$0.00
Design Services		@		\$0.00
Cleaning Services		@		\$0.00
Other (Explain) (In Section 10 page 14)				
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
		@		\$0.00
Total for Operating Expenses			8%	\$18,250.00

Part C. Salaried Employees - Personnel dedicated to administer the grant project and whose salaries or portion of salaries are to be paid with Crime Stopper Trust Fund monies. In "Budget Narrative" show breakdown of figures used to determine "Total Salary." A maximum of 30% of award amount can be allocated for "Total Salaries" this should include any benefits, payroll taxes, insurance, workers compensation., etc.

Position/Title	% of Time Spent on Crime Stoppers	Salary	Employer Taxes & Other Salary Expenses	Total	Salary Based on %
NON-SWORN					
Wayne Cross	100%	\$46,350.00	\$3,650.00	\$50,000.00	\$50,000.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Non-Sworn Employed By a Law Enforcement Agency					
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
SWORN					
Chris Shea	100%	\$11,000.00	\$1,000.00	\$12,000.00	\$12,000.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL				26%	\$62,000.00

Part D. Budget Summary - Summary of totals for Parts A-C. Total Budget Request computes in Section 1, Page 1.

Budget Category		%	Total Cost
Part A. Rewards and Public Education (Minimum of 50% of Award Amount)		66%	\$153,992.00
Part B. Operating Expenses		8%	\$18,250.00
Part C. Salaried Employees (Maximum allowed 30% of Award Amount)		26%	\$62,000.00
TOTAL	Award Amount	100%	\$234,242.00

Section 9. Budget Narrative - For each budget category, i.e., Rewards and Public Education, Operating Expenses, Salaried Employees, specifically describe how the costs were determined and how the items will be used to achieve the mission statement of the organization and to meet objectives and strategies. In addition, provide justification for large or unusual costs. Two (2) pages have been included herein, 13 A and 13 B.

Rewards and Public Education

The cost of each item was determined by the actual cost from the last two years of operation. All of these items listed will be used by Heartland Crime Stoppers to either educate the public or pay rewards.

Operating Expense

Mileage for the Executive Directors and Professional Assistant has averaged \$200 a month.

Director/ Board Training is for Executive Director to attend the Executive Director training conducted by MCA Foundation in Ft. Worth Texas. The Executive director will have the opportunity to get valuable training and also interact with Executive Directors from across the country.

Travel. Will allow 2 persons to attend the mandatory and non mandatory of FACS and Southeastern Crime Stoppers meetings. This is valuable training for the persons who attend and allows them to interact with other Crime Stopper programs and compare different ways to accomplish our objectives

Salaried Employees

Executive Director. The Executive Director has the day to day responsibility of the Program. The ED also performs the duties as the coordinator and distributes all tips to the Law Enforcement agencies. This amount does not include any increase from last year.

\$46,350.00 Base Salary

\$3650.00 Employer paid MC/SS/etc.

\$50,000 Total Salary

Professional Assistant. The duties include giving presentations to Law Enforcement agencies, public presentations to citizen groups, handling the web masters duties, and delivery of materials to Probation Offices, law enforcement agencies and any other duties imposed by the Executive Director. This amount does not include any increase over last year.

\$15,000 Base Salary

\$1000 Employer paid MC/SS/etc

\$16,000 Total Salary.

Section 9. Budget Narrative - Continued - For each budget category, i.e., Rewards and Public Education, Operating Expenses, Salaried Employees, specifically describe how the costs were determined and how the items will be used to achieve the mission statement of the organization and to meet objectives and strategies. In addition, provide justification for large or unusual costs. Two (2) pages have been included herein, 13 A and 13 B.

Section 10. "OTHER" Narrative - For the budget categories Rewards and Public Education and Operating Expenses specifically describe ALL "OTHER" costs and justify them regardless of the amount. They must be "allowable," "necessary," "reasonable," and directed at achieving the mission statement, objectives and strategies of the organization. Additional pages may be added as necessary.

**FLORIDA CRIME STOPPERS TRUST FUND
ATTACHMENT C
2010-2011**

REPORTING REQUIREMENTS

***1. Reimbursement Request/Expenditure Report:** Due by the 20th of the following month. Due every month even if no expenditures are incurred, unless the Final Report has been submitted. The Reimbursement Request/Expenditure Report must contain the following required supporting documents as applicable.

a. Invoice Tracking Reports: Rewards and Public Education, Operating Expenses and Salaried Employees: Due by the 20th of the following month, accompanied by copies of all receipts/invoices for each item listed and requested for reimbursement. Due every month even if no expenditures are incurred, unless the Final Report has been submitted.

b. Monthly Statement of Salary/Benefits: Due by the 20th of the following month. When reimbursement of salaries and contract labor only are requested for reimbursement this form must be completed and submitted. A copy of this form must be maintained at the office of the Provider.

c. Weekly Time Sheets: Must be maintained and signed by all employees of the Provider and must be retained and maintained at the office of the Provider and available for review. *Do not submit to OAG unless requested.*

d. Monthly Total Time Sheets: Due by the 20th of the following month. Due every month when reimbursement for salaries and contract labor are submitted. In addition, the "Total Monthly Time Sheets" must be signed by the Authorizing Official or Board Designee and copies must be retained and maintained at the office of the Provider and available for review. Executive Directors and Project Directors may not sign their own Time Sheets as the Authorizing Official. These Time Sheets must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. However, they may sign those of their staff.

e. Daily Vehicle Use Log: Due by the 20th of the following month. Due every month even if no miles are logged. In addition to the signature of the person claiming mileage on the Daily vehicle Use Log, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. Executive Directors and Project Directors may not sign their own Daily Vehicle Use Log as Authorizing Officials. However, they may sign those of their staff.

f. Property Inventory: Due by the 20th of the following month. This form must be submitted when property has been purchased in excess of \$1000 or has a useful life of one year or more and has been purchased with grant funds. This form must be submitted with the month reimbursement is requested.

g. **Travel Voucher:** Due by the 20th of the following month in which travel occurred. This form **must be submitted** for all people submitting for travel reimbursement and must be submitted along with all support receipts, as stated, in order for the Reimbursement to be processed. In addition to the signature of the person claiming travel expenses on the Travel Voucher, this form must be signed by an authorized member of the Board of Directors for the Crime Stopper Program. Executive Directors and Project Directors may not sign their own Travel Vouchers as Authorizing Officials. However, they may sign those of their staff.

2. **Grant Budget/Program Modification:** A Grant Budget/Program Modification must be submitted for approval prior to any expenditure of Budget transfer funds.

10% Transfer Notice: The Budget Modification notice for the 10% transfer from one category to another as specified in the Agreement must be submitted no later than 30 days after the 10% transfer.

*3. **Monthly Performance Report:** Due the 20th of the following month.

*4. **Quarterly Outcome Report:** Due October 20, January 20, April 20, and July 20.

5. **Final Performance Report:** Due on or before July 31, 2011.

6. **Final Outcome Report:** Due on or before July 31, 2011.

7. **Final Invoice:** Due on or before July 31, 2010, or payment will be disallowed.

8. **Extension of Time to File Audit:** Due on or before December 28, 2011, deadline to file the Audit Report. Subsequent requests for extensions must be submitted to the OAG prior to the previous extension expiration.

9. **Florida Single Audit Act Affidavit:** Due on or before December 28, 2011, but can't be submitted prior to June 30, 2011.

10. **Audit Report:** Due 180 days following the termination or expiration of the Agreement.

11. **Final Financial Statement Report/ Perpetual Budget Package:** Due on or before July 31, 2011.

****NOTE: No more than 20% of required reports may be submitted late or returned for correction.***

ATTACHMENT D
PERFORMANCE MEASURE REQUIREMENTS
2010-2011

(*Failure to complete the Strategies/Activities listed below will result in a reduced award amount for 2011-2012 grant year, not to exceed 15% of award.)

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	VALUE OF KEY PERFORMANCE INDICATORS
Objective 1. Increase public awareness of the Crime Stopper Program and initiative from July 1, 2010, through June 30, 2011.		Strategies
	1) Beginning July 1 2010 and ending June 30, 2011 Heartland Crime Stoppers will produce a minimum of four newspaper inserts profiling crimes and fugitives during the fiscal 2010-2011 year.	0.0084
	2) Beginning July 1, 2010 and ending June 30, 2011 Heartland Crime Stoppers will email monthly the above mentioned newspaper inserts to a database of 5,000 recipients provided to us by the Polk County Sheriff's Office	0.0083
	3) Beginning July 1, 2010 and ending June 30, 2011 Heartland Crime Stoppers will print and distribute printed materials to 50% of all the licenced alcohol establishments in Polk, Highlands and Hardee Counties.	0.0083

**ATTACHMENT D
PERFORMANCE MEASURE REQUIREMENTS**

2010-2011

(*Failure to complete the Strategies/Activities listed below will result in a reduced award amount for 2011-2012 grant year, not to exceed 15% of award.)

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	VALUE OF KEY PERFORMANCE INDICATORS
Objective 2. Increase participation and contact with local law enforcement agencies from July 1, 2010, through June 30, 2011, and provide available services for law enforcement use.		Strategies
	1) During the fiscal year 2010 and 2011 Heartland Crime Stopper will conduct at least one meeting with administration with each law enforcement entity in our covered area. In these meetings we will review any concerns or problems. Heartland will also seek input from each agency as to what we can do to better serve them.	<p align="center">0.0084</p>
	2) Beginning July 1, 2010 and June 30, 2011 Heartland Crime Stoppers make contact with Law Enforcement to improve by 10% monthly feedback of dispositions regarding arrests on tips provided to law enforcement agencies.	<p align="center">0.0083</p>
	3) Beginning July 1, 2010 and ending June 30, 2011 we will contact each agency twice during the budget year to verify use of advertising materials and verify if there is a need for more signs, flyers, door hangers	<p align="center">0.0083</p>

ATTACHMENT D
PERFORMANCE MEASURE REQUIREMENTS
2010-2011

(*Failure to complete the Strategies/Activities listed below will result in a reduced award amount for 2011-2012 grant year, not to exceed 15% of award.)

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	VALUE OF KEY PERFORMANCE INDICATORS
Objective 3. Require civilian board participation from July 1, 2010, through June 30, 2011.		Strategies
	1) Civilian Board member will be required to have an excused absense if they miss more than 2 board meetings. They will be removed from the Board if they miss 2 unexcused meetings.The Board will have a minimum of 4 meetings during the fiscal year.	0.0084
	2) Utilize teleconferencing at each board meeting in order to facilitate Board members that are unable to physically attend.	0.0083
	3) Civilian Board members will participate in at least one community event or meeting during the fiscal year.	0.0083

**ATTACHMENT D
PERFORMANCE MEASURE REQUIREMENTS
2010-2011**

(*Failure to complete the Strategies/Activities listed below will result in a reduced award amount for 2011-2012 grant year, not to exceed 15% of award.)

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	VALUE OF KEY PERFORMANCE INDICATORS
		Strategies
Objective 4. Submit all required reports from July 1, 2010, through July 31, 2011, by the due date, as stated in Attachment C of the grant agreement.	1. Submit Reimbursement Request/Expenditure Report by the 20th of the following month. To include the following: A. Invoice Tracking Reports (3) & copies of receipts a. Rewards and Public Education b. Operating Expenses c. Salaried Employees B. Monthly Statement of Salary/Benefits C. Monthly Total Time Sheet signed by employee and Board Authorizing Official D. Daily Vehicle Use Log signed by claimant/driver and Board Authorizing Official E. Property Inventory F. Travel Voucher signed by traveler and Board Authorizing Official	0.72
	2. Submit Monthly Performance Report by 20th of following month	0.72
	3. Submit Quarterly Outcome Report by October 20, January 20, April 20, and July 20	0.72
	4. Final Reimbursement Request Invoice, #13, due by July 31, 2011, or payment will be disallowed	0.71
	5. Final Monthly Performance Report due by July 31, 2011	0.71
	6. Final Quarterly Outcome Report due by July 31, 2011	0.71
	7. Final Financial Statement Report/Perpetual Budget due by July 31, 2011	0.71
	* The following are due after July 31 but are required reports	
	*8. Single Audit Act Affidavit due on or before December 28, 2011	
	*9. Extension of Time to File Audit is due on or before December 28, 2011	
	*10. Audit, if required, due no later than March 1, 2012	
		Other Required Reports

ATTACHMENT D
PERFORMANCE MEASURE REQUIREMENTS
2010-2011

(*Failure to complete the Strategies/Activities listed below will result in a reduced award amount for 2011-2012 grant year, not to exceed 15% of award.)

MEASURABLE OBJECTIVES	STRATEGIES/ACTIVITIES	VALUE OF KEY PERFORMANCE INDICATORS
Objective 5. Increase student and faculty awareness of our school Crime Stopper program from July 1, 2010, through June 30, 2011.		Strategies
	1) Beginning July 1, 2010 and ending June 30,2011 Heartland Crime Stoppers Will distribute Pens, Pencils and magnet to all the High and Middle schools in Polk, Highlands, and Hardee County	0.0084
	2) Beginning July 1, 2010 and ending June 30, 2011 Heartland Crime Stoppers will meet all the School Resource Officer at least once during the 2009-2010 school term and offer all the promotional material to increase our expousure to all the students in the three county area.	0.0083
	3) Beginning July 1, 2010 and ending June 30,2011 Heartland Crime Stoppers will pick three schools where participation in Crime Stoppers is lacking, and do personal meetings with the School Resource Officer and school official to improve their involvement in Crime Stoppers	0.0083

FLORIDA CRIME STOPPERS GRANTS

BUDGET AS APPROVED

Agency Name: Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers
Grant No: 021-10
Date: June 14, 2010 Amend No:

	Amount Requested	Amount Approved
Rewards and Public Education	\$153,992.00	\$153,992.00
Operating Expenses	\$18,250.00	\$18,250.00
Salaried Employees	\$62,000.00	\$62,000.00
Non-Sworn	\$ 50,000.00	\$ 50,000.00
Non-Sworn Employed by a Law Enforcement Agency	\$ -	\$ -
Sworn	\$ 12,000.00	\$ 12,000.00
Total Budget Requested	\$ 234,242.00	
Available Trust Fund Amount	\$ 234,242.00	
Difference	\$ -	
Disallowed or Reduced Expenditures:		
Total Reduction/Disallowed:		
Total Approved Budget	\$ 234,242.00	\$ 234,242.00


Approved, Org. Staff

Approved, Bureau Chief

6-14-10
Date
6/15/10
Date

**HEARTLAND CRIME STOPPERS, INC.
LAKELAND, FLORIDA**

EXHIBIT #6
4 pages

**ON-SITE PERFORMANCE REVIEW REPORT
GRANT NUMBER: 021-06**

AUTHORITY

Pursuant to Articles 8 and 9 of the Grant Agreement between the State of Florida, Office of the Attorney General, Florida Crime Stoppers Trust Fund, and Heartland Crime Stoppers, Inc., an on-site performance review was conducted on August 1, 2007. The performance review was conducted at the office of the Treasurer, Mr. Walker Wilkerson, 811 E. Main Street, Lakeland, Florida. The purpose of the visit was to determine the agency's compliance with the terms and conditions of the grant award and to provide assistance with the administration of the grant.

HISTORY AND PURPOSE

The grant to Heartland Crime Stoppers, Inc., in the amount of \$244,405.00, was awarded by the Office of the Attorney General on September 12, 2006. The funding period commenced on October 1, 2006, and ended September 30, 2007. The grant is awarded from the Crime Stopper Trust Fund to members of the Florida Association of Crime Stoppers or counties and may only be used to support Crime Stoppers and their crime fighting programs. This is a nonprofit citizen's organization created to assist law enforcement agencies in the reduction of crime through an anonymous "TIPS" line. The Board of Directors of this organization is made up of concerned citizens who actively help guide the program.

The agency completed a Performance Review Questionnaire prior to the on-site performance review. The following sections address the findings and recommendations of the Grant Managers as a result of the answers provided on the questionnaire and information obtained during the performance review. The on-site performance review was conducted by Grant Managers, Robert Ball and Edna Smith, Office of the Attorney General. Heartland Crime Stoppers, Inc. was represented by Wayne Cross, Executive Director.

Section 1. Current Grant Identification

Finding: All current grant identification information is correct.

Recommendation: None.

Section 2. Grant Funded Staff

Finding: The Trust Fund grant funds 100 percent of the Executive Director's salary and 100 percent of one part time clerk's position.

Recommendation: None.

Section 3. Reporting and Financial Compliance

Finding: The most recent Progress Report dated July 11, 2007, for April 1, 2007, to June 30, 2007, was discussed during the Performance Review. The following is a status report of the progress toward achieving the objectives of this program at the time of the performance review. The reports have not been submitted in a timely manner.

- 1) Number of Tips Written since April 1, 2007. **Status:** 429
- 2) Number of Cases Cleared since April 1, 2007. **Status:** 611
- 3) Number of Arrests since April 1, 2007. **Status:** 88
- 4) Value of Property Recovered since April 1, 2007. **Status:** \$2,000.00
- 5) Value of Narcotics Recovered since April 1, 2007. **Status:** \$8,000.00
- 6) Total Number of Rewards Approved since April 1, 2007. **Status:** 62
- 7) Total Value of Rewards Approved since April 1, 2007. **Status:** \$18,625.00
- 8) Total Value of Rewards Submitted for Reimbursement since April 1, 2007.
Status: \$14,625.00

Recommendation: The Project Director was counseled regarding Article 13 of the grant agreement; the Provider agrees to maintain and timely file such fiscal, inventory, and other reports as the Agency may require pertaining to this grant. If the Provider fails to submit the required reports in a timely manner the Agency will withhold processing of reimbursement request until all required reports have been submitted in a satisfactory manner.

Section 4. Reporting and Financial Compliance

Reimbursement Requests

Finding: The November Reimbursement Request was due by December 30, 2006, and was received late on January 5, 2007. All other Reimbursement Requests were received in a timely manner.

Recommendation: The Project Director was counseled regarding Article 13 of the grant agreement; the Provider agrees to maintain and timely file such fiscal, inventory, and other reports as the Agency may require pertaining to this grant.

Property Inventory

Finding: No property has been purchased with grant funds in excess of \$999 or with a useful life of one year or more.

Recommendation: None.

Audit of Grant Funds

Finding: This program does not receive or expend grant funds in excess of \$500,000 and no audit is required.

Recommendation: The Project Director is reminded of the submission date of the Single Audit Act Affidavit that is due to the Office of the Attorney General on or before March 28, 2008.

Section 5. Expenditure Documentation

Finding: The Expenditure Reports for October 1, 2006, through October 31, 2006, and March 1, 2007, through March 31, 2007, were reviewed and compared to the Reimbursement Requests that were submitted for the same periods.

The Expenditure Report for October 1, 2006, through October 31, 2006, was reviewed and found not to be in proper order. The following checks have been determined to be disallowable based on invoice dates and dates of the checks: Check #2316, dated September 28, 2006, payable to Wayne Cross, in the amount of \$3,145.13; Check #2317, dated September 28, 2006, payable to Chris Shea, in the amount of \$147.76; Account Debit, dated September 27, 2006, in the amount of \$100.00; Account Debit, dated September 12, 2006, in the amount of \$300.00; Account Debit, dated September 11, 2006, in the amount of \$300.00; Account Debit, dated September 14, 2006, in the amount of \$300.00; Account Debit, dated September 13, 2006, in the amount of \$100.00; Account Debit, dated September 11, 2006, in the amount of \$50.00; Account Debit, dated September 22, 2006, in the amount of \$200.00; Check #2322, dated October 10, 2006, payable to Herald-Advocate Publish, in the amount of \$577.30; Check #2309, dated September 14, 2006, payable to Hall Communication, in the amount of \$5,358.00; Check #2321, payable to Hall Communication, in the amount of \$855.00; Check #2325, dated October 10, 2006, payable to Digitech Graphics, in the amount of \$3,462.50; Check #2323, dated October 10, 2006, payable to The Ledger, in the amount of \$3,989.21; Check #2305, dated September 11, 2006, payable to Effective Playing Cards, in the amount of \$4,464.00; Check #2313, dated September 28, 2006, payable to Cingular, in the amount of \$72.44; Check #2314, dated October 28, 2006, payable to Wayne Cross, in the amount of \$811.23; and Check #2310, dated September 28, 2006, payable to Verizon, in the amount of \$145.89. The checks that were disallowed totaled \$24,378.46 to be returned to the Crime Stopper Trust Fund.

The Expenditure Report for March 1, 2007, through March 31, 2007, was reviewed and found to be in proper order.

Recommendation: The Project Director was counseled regarding Article 5 of the grant agreement; the Provider shall reimburse the Agency for all unauthorized or disallowable expenditures; and that the Provider shall not use grant funds for any expenditures made by the Provider after the termination date of the Agreement. The program is to return the amount of \$23,378.46 to the Crime Stopper Trust Fund.

SUMMARY

A review of this grant program indicates the organization is not in compliance with the terms and conditions of the grant agreement. The issue of paying prior year's bills with new grant year funds was discussed with the Project Director. It was apparent that there was some misunderstanding regarding how the Final Reimbursement for the grant year was to be used to seek reimbursement for the invoices and expenses that were incurred during the month of September and that funds should be retained to pay the last invoices for September that are received in October.


In reviewing the goals and objectives of this grant program it is on track to meet or exceed its goals and objectives for this grant year. The Executive Director and Board of Directors demonstrate, by their success, a true belief in the Crime Stopper Program and its goals. Mr. Cross has accepted the grant management of a state-wide initiative to produce cold case playing cards stemming from his innovative ideas used in his own program.

At this time, the Grant Managers would like to express appreciation to those individuals associated with this program for their commitment and dedication to the Crime Stopper program and crime fighting efforts.



Edna Smith, Grant Specialist IV

12/19/07
Date



Robert Ball, Grant Specialist Supervisor II

12/19/2007
Date



Richard R. Nuss, Bureau Chief

12/21/07
Date

**HEARTLAND CRIME STOPPERS, INC.
LAKELAND, FLORIDA**

**DESK AUDIT PERFORMANCE REVIEW REPORT
GRANT NUMBER: 021-07**

REVIEW

Pursuant to Articles 8 and 9 of the Grant Agreement between the State of Florida, Office of the Attorney General, Florida Crime Stoppers Trust Fund, and the Heartland Crime Stoppers, Inc., a desk audit performance review was conducted on March 31, 2009. The performance review was conducted within the office of the grant manager in Tallahassee. The purpose of the review was to determine the agency's compliance with the terms and conditions of the grant award and to provide assistance with the administration of the grant.

HISTORY AND PURPOSE

The grant to Heartland Crime Stoppers, Inc., in the amount of \$266,480, was awarded by the Office of the Attorney General on September 19, 2007. The funding period commenced on October 1, 2007, and ended September 30, 2008. The grant is awarded from the Crime Stopper Trust Fund to Crime Stopper organizations or counties served by a Crime Stopper organization, who are members of the Florida Association of Crime Stoppers, and may only be used to support Crime Stoppers and their crime fighting programs. This is a nonprofit citizen's organization created to assist law enforcement agencies in the reduction of crime through an anonymous "TIPS" line. The Board of Directors of this organization is made up of concerned citizens who actively help guide the program.

The agency completed a Performance Review Questionnaire prior to the Desk Audit Review. The following sections address the findings and recommendations of the Grant Manager as a result of the answers provided on the questionnaire and information obtained during the Desk Audit Review. The desk audit performance review was conducted by Grant Manager, Edna Smith, Office of the Attorney General. Executive Director, Mr. Wayne Cross, of Heartland Crime Stoppers, Inc., provided all requested and required information.

Section 1. Current Grant Identification

Finding: All current grant identification information is correct. A change in officers was provided to the Office of the Attorney General in accordance with Article 1 of the grant agreement.

Recommendation: None.

Section 2. Grant Funded Staff

Finding: This organization has two grant funded positions. The positions are: the Executive Director, held by Mr. Wayne Cross, and a Professional Assistant, held by Ms. Chris Shea. Both positions are 100 percent dedicated to the Crime Stopper program.

Recommendation: None.

Section 3. Reporting

Reimbursement Requests and Monthly Performance Reports

Finding: All Reimbursement Requests and Monthly Performance Reports have been submitted in a timely manner.

Recommendation: None.

Quarterly Outcome Reports

Finding: The most recent Quarterly Outcome Report dated October 3, 2008, for July 1, 2008, through September 30, 2008, was reviewed during the Desk Audit Review. The following is a status report of the progress toward achieving the objectives of this program at the time of the Desk Audit Review. The reports **have been submitted** in a timely manner.

- 1) Number of Tips Written since July 1, 2008. **Status:** 995
- 2) Number of Cases Cleared since July 1, 2008. **Status:** 297
- 3) Number of Arrests since July 1, 2008. **Status:** 172
- 4) Value of Property Recovered since July 1, 2008. **Status:** \$0.00
- 5) Value of Narcotics Recovered since July 1, 2008. **Status:** \$0.00
- 6) Total Number of Rewards Approved since July 1, 2008. **Status:** 161
- 7) Total Value of Rewards Approved since July 1, 2008. **Status:** \$46,925.00
- 8) Total Value of Rewards Submitted for Reimbursement since July 1, 2008.
Status: \$36,475.00

Recommendation: None.

Property Inventory

Finding: A review of the organization's file and the OAG Property Inventory Records indicate the purchase of a laptop which exceeded the \$1,000 threshold, with a useful life of one year or more. A Property Inventory Report was submitted in a timely manner.

Recommendation: None.

Audit of Grant Funds

Finding: This program does not receive or expend funds in excess of \$500,000. No Audit is required. A review of the file indicates the required Florida Single Audit Affidavit for the 2007-2008 grant year has been submitted in a timely manner.

Recommendation: None.

Section 4. Other Contract Agreement Articles

Finding: A review of other Contract Agreement Articles reveals no adverse findings.

Recommendation: None.

Section 5. Expenditure Documentation

Finding: The Expenditure Reports for October 1, 2007, through October 31, 2007, and January 1, 2008, through January 31, 2008, were reviewed and compared to the Reimbursement Requests submitted for the same time periods.

The Expenditure Report for October 1, 2007, through October 31, 2007, was reviewed and found to be in proper order.

The Expenditure Report for January 1, 2008, through January 31, 2008, was reviewed and found to be in proper order. However, a review of rewards claimed and the payout receipts provided for verification, indicated the program may have short changed their program by \$600 in rewards paid out. In addition, the expense claimed for Bright House was listed on the Invoice Tracking Report as \$85.90 and a review of the invoice provided indicated the amount to be \$89.90. The program possibly shorted their reimbursement claim by \$4.00.

Recommendation: None.

SUMMARY

A review of this grant program indicates the organization is in compliance with the terms and conditions of the grant agreement. The grant manager would like to thank Mr. Cross and Ms. Shea for the excellent documentation they have provided to assist me with completing their Performance Review. Mr. Cross is to be commended for his accomplishment of bring his program back into compliance and has addressed all issues with regards to his previous year's

Performance Review.


At this time, the Grant Managers would like to express appreciation to those individuals associated with this program for their commitment and dedication to the Crime Stopper program and crime fighting efforts.



Edna Smith, Planning Manager Supervisor

3-31-09

Date



Richard R. Nuss, Bureau Chief

3/31/09

Date

**POLK COUNTY CRIME STOPPERS, INC.
D/B/A HEARTLAND CRIME STOPPERS
LAKELAND, FLORIDA**

EXHIBIT #8
5 pages

**ON-SITE PERFORMANCE REVIEW REPORT
GRANT NUMBER: 021-08**

AUTHORITY

Pursuant to Articles 8 and 9 of the Grant Agreement between the State of Florida, Office of the Attorney General, Florida Crime Stoppers Trust Fund, and the Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers, an on-site performance review was conducted on June 23, 2009. The performance review was conducted at 811 E. Main Street, Lakeland, Florida. The purpose of the visit was to determine the agency's compliance with the terms and conditions of the grant award and to provide assistance with the administration of the grant.

HISTORY AND PURPOSE

The grant to the Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers, in the amount of \$252,417, was awarded by the Office of the Attorney General on September 22, 2008. The funding period commenced on October 1, 2008, and ended September 30, 2009. The grant is awarded from the Crime Stopper Trust Fund to members of the Florida Association of Crime Stoppers or counties and may only be used to support Crime Stoppers and their crime fighting programs. This is a nonprofit citizen's organization created to assist law enforcement agencies in the reduction of crime through an anonymous "TIPS" line. The Board of Directors of this organization is made up of concerned citizens who actively help guide the program.

The agency completed a Performance Review Questionnaire prior to the on-site performance review. The following sections address the findings and recommendations of the Grant Managers as a result of the answers provided on the questionnaire and information obtained during the performance review. The on-site performance review was conducted by Grant Managers, Edna Smith and Yata Caine, Office of the Attorney General. Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers was represented by Mr. Wayne Cross, Executive Director.

Section 1. Current Grant Identification

Finding: All current grant identification information is correct.

Recommendation: None.

Section 2. Grant Funded Staff

Finding: The organization has two grant funded positions as follows: Executive Director, held by Mr. Wayne Cross, and Administrative Assistant, held by Ms. Chris Shea. The two positions are 100 percent dedicated to the Crime Stopper program.

Recommendation: None.

Section 3. Reporting

Reimbursement Requests and Monthly Performance Reports

Finding: All Reimbursement Requests and Monthly Performance Reports have been submitted in a timely manner.

Recommendation: None.

Quarterly Outcome Reports

Finding: The most recent Quarterly Outcome Report dated April 14, 2009, for January 1, 2009, through March 31, 2009, was discussed during the Performance Review. The following is a status report of the progress toward achieving the objectives of this program at the time of the performance review. The reports **have been submitted** in a timely manner.

- 1) Number of Tips Written since January 1, 2009. **Status:** 559
- 2) Number of Cases Cleared since January 1, 2009. **Status:** 203
- 3) Number of Arrests since January 1, 2009. **Status:** 133
- 4) Value of Property Recovered since January 1, 2009. **Status:** \$3,500
- 5) Value of Narcotics Recovered since January 1, 2009. **Status:** \$5,000
- 6) Total Number of Rewards Approved since January 1, 2009. **Status:** 105
- 7) Total Value of Rewards Approved since January 1, 2009. **Status:** \$23,715
- 8) Total Value of Rewards Submitted for Reimbursement since January 1, 2009.
Status: \$15,725

Recommendation: None

Property Inventory

Finding: A review of the organization's file and the OAG Property Inventory Records indicate that no property has been purchased during the current grant year which exceeds the \$1,000 threshold, or with a useful life of one year or more. Three items were noted to have been purchased in 2001 and the condition of these items was discussed with the Executive Director.

Recommendation: The grant manager recommends the Executive Director prepare and submit the proper Property Disposal Forms to the OAG for the destruction or transfer of a Toshiba 8100 Laptop computer which is noted to be outdated, and a Minolta QMS Magicolor 2200 printer that is not in good working condition, in order to remove these items, which are of no use, from the Property Inventory list.

Audit of Grant Funds

Finding: The program does not receive or expend funds in excess of \$500,000. No Audit is required.

Recommendation: The Executive Director was reminded to submit the Single Audit Act Affidavit on or before March 28, 2010, to the Office of the Attorney General.

Section 4. Other Contract Agreement Articles

Finding: A review of the program's Performance Measures indicates the organization has completed several of its Strategies/Activities and is on track to complete the remainder by grant-year end.

Recommendation: None.

Section 5. Expenditure Documentation

Finding: The Expenditure Reports for November 1, 2008, through November 30, 2008, January 1, 2009, through January 31, 2009, and April 1, 2009, through April 30, 2009, were reviewed and compared to the Reimbursement Requests submitted for the same time periods.

The Expenditure Report for November 1, 2008, through November 30, 2008, was reviewed and found not to be in proper order. Check #2651, dated November 6, 2008, payable to Brock Self for travel and per diem, in the amount of \$260.68; Check #2653, dated November 21, 2008, payable to Wayne Cross for travel and per diem, in the amount of \$285.68 were noted to have been requested for reimbursement in the previous month of October 2008. Check #2654, dated November 1, 2008, payable to Wayne Cross, in the amount of \$3,240.02; Check #2655, dated November 1, 2008, payable to Chris Shea, in the amount of \$745.89 was noted to have the same check numbers as the checks for salaries that were requested for reimbursement in October 2008.

The Expenditure Report for January 1, 2009, through January 31, 2009, was reviewed and found not to be in proper order. Check #2686, dated January 26, 2009, payable to Crime Scene Information, in the amount of \$1,180.50, was listed again under the "Salary Invoice Tracking Form" for the amount of \$1,180.50, payable to IRS. A review of the submitted bank statement indicates that the IRS was paid with a credit card on January 12, 2009, in the amount of \$1,009.77. Indicating that the later check listed was listed in error. The difference between the check amount listed for \$1,180.50 and the actual credit card payment to the IRS for \$1,009.77, is \$170.73. The amount of \$170.73 is disallowed as overpayment of the actual expense.

The Expenditure Report for March 1, 2009, through March 31, 2009, was not listed as part of the Performance Review. However, the grant manager noted a check had been listed on the March

Reimbursement Request that had been previously reimbursed in February. The grant manager chose to review the March Reimbursement and found it not to be in proper order. Check #2691, dated March 2, 2009, payable to Anderson Tipsoft, in the amount of \$299.40; Check #2697, dated March 2, 2009, payable to Telecompute, in the amount of \$38.25; Check #2693, dated March 5, 2009, payable to Wayne Cross (Mileage February 2009), in the amount of \$93.45; Check #2694, dated March 5, 2009, payable to Wayne Cross (per diem Fort Worth), in the amount of \$106.00; and Check #2696, dated March 4, 2009, payable to South Eastern Crime Stoppers (dues), in the amount of \$50.00, were all found to have been submitted for reimbursement in the prior month of February 2009. Check #2696, dated March 4, 2009, payable to South Eastern Crime Stoppers (dues), in the amount of \$50.00, was discovered prior to the Performance Review. Mr. Cross was notified and provided a refund of the \$50.00 on May 27, 2009, Check #2767, to the Crime Stopper Trust Fund. The other duplicate checks were not discovered until the Performance Review and repayment is pending notification.

The Expenditure Report for April 1, 2009, through April 30, 2009, was reviewed and found to be in proper order.


In view of the issues of numerous checks submitted twice, and the notable number of checks submitted with the same check number listed with varying amounts, the grant manager has reviewed the entire year of submitted reimbursements and has attached the findings to this report. The spreadsheet was provided to Mr. Cross for his review and to provide the correct check numbers which has been completed.

Recommendation: It is note-worthy that this type of incident has not happened in previous grant years and Mr. Cross's books are usually in good order. However, rather than use the method he had been using in years past he confessed to using reports from his accountant to do his Reimbursement Requests. On the advice of the grant manager, Mr. Cross returned to his previous method of using his check book to submit for Reimbursement and has not had any further issues with double billing or check numbers being the same with varying amounts. However, because Mr. Cross billed the Crime Stopper Trust Fund twice for the expenses as noted above, and received payment for the expenses twice, he will need to submit a check within 10 days of receipt of this report, to the Office of the Attorney General, made payable to the Crime Stopper Trust Fund, in the amount of \$1,254.19 to settle the overpayment.

SUMMARY

A review of this grant program indicates the organization is generally in compliance with the terms and conditions of the grant agreement with the exception of the aforementioned infractions. Mr. Cross, following his Performance Review, returned to his previous method of collecting the necessary information for submission for Reimbursement Requests and has had no subsequent incidents of double billing. However, the organization will have to repay the amount of \$1,254.19 to the Crime Stopper Trust Fund to settle the overpayment made to the organization. Mr. Cross continues to meet and exceed his Performance Measures. He and his Board are to be commended for their achievements in the advancement of the Crime Stopper initiative.

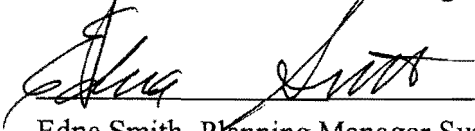
At this time, the Grant Managers would like to express appreciation to those individuals associated with this program for their commitment and dedication to the Crime Stopper program and crime fighting efforts.



Yata Caine, Research & Training Specialist

1-5-2010

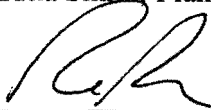
Date



Edna Smith, Planning Manager Supervisor

1-5-2010

Date



Richard R. Nuss, Bureau Chief

1/7/2010

Date

**POLK COUNTY CRIME STOPPERS, INC.
D/B/A HEARTLAND CRIME STOPPERS
LAKELAND, FLORIDA**

EXHIBIT #9
4 pages

**ON-SITE PERFORMANCE REVIEW REPORT
GRANT NUMBER: 021-09**

AUTHORITY

Pursuant to Articles 8 and 9 of the Grant Agreement between the State of Florida, Office of the Attorney General, Florida Crime Stoppers Trust Fund, and the Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers, an on-site performance review was conducted on September 29, 2010. The performance review was conducted at 811 E. Main Street, Lakeland, Florida. The purpose of the visit was to determine the agency's compliance with the terms and conditions of the grant award and to provide assistance with the administration of the grant.

HISTORY AND PURPOSE

The grant to the Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers, in the amount of \$225,742, was awarded by the Office of the Attorney General on October 1, 2010. The funding period commenced on October 1, 2009, and ended September 30, 2010. The grant is awarded from the Crime Stopper Trust Fund to members of the Florida Association of Crime Stoppers or counties and may only be used to support Crime Stoppers and their crime fighting programs. This is a nonprofit citizen's organization created to assist law enforcement agencies in the reduction of crime through an anonymous "TIPS" line. The Board of Directors of this organization is made up of concerned citizens who actively help guide the program.

The agency completed a Performance Review Questionnaire prior to the on-site performance review. The following sections address the findings and recommendations of the Grant Managers as a result of the answers provided on the questionnaire and information obtained during the performance review. The on-site performance review was conducted by Grant Manager Yata Caine, from the Office of the Attorney General. Polk County Crime Stoppers, Inc. d/b/a Heartland Crime Stoppers was represented by Mr. Wayne Cross, Executive Director.

Section 1. Current Grant Identification

Finding: All current grant identification information is correct.

Recommendation: None.

Section 2. Grant Funded Staff

Finding: The organization has two grant funded positions as follows: Executive Director, held by Mr. Wayne Cross, and Administrative Assistant, held by Ms. Chris Shea. The two positions are 100 percent dedicated to the Crime Stopper program.

Recommendation: None.

Section 3. Reporting

Reimbursement Requests and Monthly Performance Reports

Finding: Two of ten Reimbursement Requests were not submitted in a timely manner. Reimbursements for October, December, January, February, April, May and June were submitted timely.

Recommendation: The Executive Director was counseled regarding Article 2 of the grant agreement and the new process which would allow the Grant Manager to remove unallowable costs and process Reimbursement Requests without returning the reports to the programs. This will assist the programs in reducing the number of late reports received due to corrections.

Quarterly Outcome Reports

Finding: The most recent Quarterly Outcome Report dated June 12, 2010, for April, 1, 2010, through June 30, 2010, was discussed during the Performance Review. The following is a status report of the progress toward achieving the objectives of this program at the time of the performance review. The reports **have been submitted** in a timely manner.

- 1) Number of Tips Written since April, 1, 2010. **Status:** 497
- 2) Number of Cases Cleared since April, 1, 2010. **Status:** 309
- 3) Number of Arrests since April, 1, 2010. **Status:** 145
- 4) Value of Property Recovered since April, 1, 2010. **Status:** \$0.00
- 5) Value of Narcotics Recovered since April, 1, 2010. **Status:** \$0.00
- 6) Total Number of Rewards Approved since April, 1, 2010. **Status:** 128
- 7) Total Value of Rewards Approved since April, 1, 2010. **Status:** \$19,950
- 8) Total Value of Rewards Submitted for Reimbursement since April, 1, 2010.
Status: \$17,540

Recommendation: None

Property Inventory

Finding: A review of the organization's file and the OAG Property Inventory Records indicate that no property has been purchased during the current grant year which exceeds the \$1,000 threshold, or with a useful life of one year or more.

Recommendation: None

Audit of Grant Funds

Finding: The program does not receive or expend funds in excess of \$500,000. No Audit is required.

Recommendation: The Executive Director was reminded to submit the Single Audit Act Affidavit on or before December 28, 2010.

Section 4. Other Contract Agreement Articles

Finding: A review of the program's Performance Measures indicates the organization has completed several of its Strategies/Activities and is on track to complete the remainder by grant-year end.

Recommendation: None.

Section 5. Expenditure Documentation

Finding: Expenditure Reports for January 1, 2010, through January 30, 2010, February 1, 2010, through February 28, 2010, and March 1, 2010, through March 31, 2010, were reviewed and compared to the Reimbursement Requests for the same period of time.

The Expenditure Report for January 1, 2010, through January 30, 2010, was reviewed and found not to be in proper order. Check #2821, dated 1/30/2010, payable to Wayne Cross for salary, in the amount of \$3,312.01 was listed on the Salary Expenses- Invoice Tracking Form as \$3,862.50. A review of his pay check stub revealed that \$3,862.50 was his gross pay, which includes \$239.47 in FICA- Social Security withholdings, \$56.01 in FICA- Medicare withholdings, and \$255.00 in Federal withholdings. Check #2822, dated 1/30/2010, payable to Chris Shea for salary, in the amount of \$554.10, was listed on the Salary Expenses- Invoice Tracking Form as \$600.00. A review of the pay check stub revealed that \$600.00 is the gross pay, which includes \$37.20 in FICA- Social Security withholdings and \$8.70 in FICA- Medicare withholdings. Withholdings for both employees should have been listed separately on the Invoice Tracking form and the reimbursement claims for salary warrants should have reflected the net pay amount only.

The Expenditure Report for February 1, 2010, through February 28, 2010, was reviewed and found not to be in proper order. Check #2843, dated 2/28/2010, payable to Wayne Cross for salary, in the amount of \$3,312.01 was listed on the Salary Expenses- Invoice Tracking Form as \$3,862.50. A review of his pay check stub revealed that \$3,862.50 was his gross pay, which includes \$239.47 in FICA- Social Security withholdings, \$56.01 in FICA- Medicare withholdings, and \$255.00 in Federal withholdings. Check #2844, dated 2/28/2010, payable to Chris Shea for salary, in the amount of \$554.10, was listed on the Salary Expenses- Invoice Tracking Form as \$600.00. A review of the pay check stub revealed that \$600.00 is the gross pay, which includes \$37.20 in FICA- Social Security withholdings and \$8.70 in FICA- Medicare withholdings. Withholdings for both employees should have been listed separately on the Invoice Tracking form and the reimbursement claims for salary warrants should have reflected the net pay amount only.

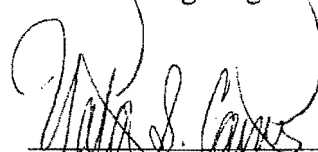
The Expenditure Report for March 1, 2010, through March 31, 2010, was reviewed and found not to be in proper order. Check #2849, dated 3/31/2010, payable to Wayne Cross for salary, in the amount of \$3,312.01 was listed on the Salary Expenses- Invoice Tracking Form as \$3,862.50. A review of his pay check stub revealed that \$3,862.50 was his gross pay, which includes \$239.47 in FICA- Social Security withholdings, \$56.01 in FICA- Medicare withholdings, and \$255.00 in Federal withholdings. Check #2850, dated 3/31/2010, payable to Chris Shea for salary, in the amount of \$554.10, was listed on the Salary Expenses- Invoice Tracking Form as \$600.00. A review of the pay check stub revealed that \$600.00 is the gross pay, which includes \$37.20 in FICA- Social Security withholdings and \$8.70 in FICA- Medicare withholdings. Withholdings for both employees should have been listed separately on the Invoice Tracking form and the reimbursement claims for salary warrants should have reflected the net pay amount only.

Recommendation: The Executive Director was counseled regarding the proper method in requesting reimbursement for salaried employees.

SUMMARY

A review of this grant program indicates the organization is generally in compliance with the terms and conditions of the grant agreement with the exception of the aforementioned infractions. Mr. Cross continues to meet and exceed his Performance Measures. He and his Board are to be commended for their achievements in the advancement of the Crime Stopper initiative. This organization owes no refund to the Crime Stopper Trust Fund for grant year 2009-2010 as a result of this Performance Review.


At this time, the Grant Managers would like to express appreciation to those individuals associated with this program for their commitment and dedication to the Crime Stopper program and crime fighting efforts.



Yata Carne, Research & Training Specialist

11/29/10


Date



Edna Smith, Planning Manager Supervisor

11-29-10

Date



Richard R. Nuss, Bureau Chief

11/29/10

Date

TOTAL	\$5,416.33
--------------	-------------------

Due with Monthly Reimbursement/Expenditure Report

FLORIDA CRIME STOPPERS TRUST FUND
MONTHLY STATEMENT OF SALARY/BENEFITS

AGENCY NAME:	Polk County Crime Stoppers d/b/a Heartland Crime Stoppers			REIMBURSEMENT PERIOD:
GRANT NUMBER:	021-09	PAY PERIOD:	1/1/2010 thru 1/31/2010	1/1/2010 thru 1/31/2010

[illegible]


Authorized Signature of Grantee

M. Wayne Cross
Typed Name of Authorized Signature

2/10/2010
Date

NOTE: This form must be completed each month by all Agencies with Salaried Employees requesting salary reimbursement and must be mailed with your Reimbursement Request Report.

A copy must also be kept on file at the Office of the Grantee along with supporting documentation and made available upon request by the Office of the Attorney General or it's representative.

Cs-06(1/05)

FLORIDA CRIME STOPPERS TRUST FUND
MONTHLY STATEMENT OF SALARY/BENEFITS

AGENCY NAME:	Polk County Crime Stoppers d/b/a Heartland Crime Stoppers			REIMBURSEMENT PERIOD:
GRANT NUMBER:	021-09	PAY PERIOD:	2/1/2010 thru 2/28/2010	2/1/2010 thru 2/28/2010

EMPLOYEE'S NAME	TOTAL CS HOURS	EMPLOYEE'S NET CHECK AMOUNT	EMPLOYEE'S TAXES (FICA, Medicare & Withholding)	EMPLOYEE'S DEDUCTIONS Life, Health & Dental Ins., Def. Comp.	GROSS PAYROLL	EMPLOYER PAID BENEFITS FICA, Medicare, Life, Health, dental, LTD pension, WC, etc.	TOTAL AMOUNT REQUESTED TO BE REIMBURSED
Wayne Cross	160	\$3,312.02	\$550.48		\$3,862.50	\$341.38	\$4,203.88
Chris Shea	40	\$554.10	\$45.90		\$600.00		\$600.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
	TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:	TOTAL:
TOTAL SALARY/BENEFITS:	200	\$3,866.12	\$596.38	\$0.00	\$4,462.50	\$341.38	\$4,803.88

M. Wayne Cross
Authorized Signature of Grantee

M. Wayne Cross
Typed Name of Authorized Signature

3/10/2010
Date

NOTE: This form must be completed each month by all Agencies with Salaried Employees requesting salary reimbursement and must be mailed with your Reimbursement Request Report.

A copy must also be kept on file at the Office of the Grantee along with supporting documentation and made available upon request by the Office of the Attorney General or it's representative.

Cs-06(1/05)

FLORIDA CRIME STOPPERS TRUST FUND
MONTHLY STATEMENT OF SALARY/BENEFITS

AGENCY NAME:	Polk County Crime Stoppers d/b/a Heartland Crime Stoppers			REIMBURSEMENT PERIOD:
GRANT NUMBER:	021-09	PAY PERIOD:	3/1/2010 thru 3/31/2010	3/1/2010 thru 3/31/2010

[illegible]

Mr. Wayne Cross
Authorized Signature of Grantee

M. Wayne Cross
Typed Name of Authorized Signature

3/8/2010
Date

NOTE: This form must be completed each month by all Agencies with Salaried Employees requesting salary reimbursement and must be mailed with your Reimbursement Request Report.

A copy must also be kept on file at the Office of the Grantee along with supporting documentation and made available upon request by the Office of the Attorney General or it's representative.

Cs-06(1/05)



EXHIBIT #11

6 pages

Bill Summary & Usage Details

Account Owner: POLK CO CRIME STOPPER

Account Number: 523005922057

[View Account Profile](#)

Get your bill summary or usage details by selecting the appropriate tab below. To view previous records, use the '[View All Available Bill History](#)' link.

CURRENT PAYMENT & CHARGES

Last Payment Received (06-26-10) \$217.17

Current Account Balance **\$0.00**

AutoPay Applied 06/26/2010

[Make a Payment](#)

Wireless Statement Summary

[BILL SUMMARY](#)
[USAGE DETAILS](#)
Information From Statement Dated **06/05/10** [View Full Bill](#)
[View All Available Bill History](#)
Bill Summary (for bill period ending 06/05/10)

[What's this?](#)

PRIOR ACTIVITY (between 05/06/2010 and 06/05/2010)

Previous Balance \$219.32

Payment Posted -219.32

BALANCE \$0.00

Monthly Service Charges \$159.98

Usage Charges \$2.39

Credits/Adjustments/Other Charges \$29.51

Government Fees & Taxes \$25.29

TOTAL CURRENT CHARGES \$217.17
Total Amount Due \$217.17
personal use 13.52 = 202.65
Group Details
[What's this?](#)

Shared Minutes Used



Bill Summary & Usage Details

Account Owner: POLK CO CRIME STOPPER

Account Number: 523005922057

[View Account Profile](#)

Use the tabs below to view your bill summary or usage details for your services.

See previous records by selecting the **View all available bill history** link.

CURRENT PAYMENT & CHARGES

Last Payment Received (09-26-10) \$178.46

Current Account Balance \$250.57

AutoPay to be Applied 10/26/2010

[Make a Payment](#)

Wireless Statement Summary

BILL SUMMARY

USAGE DETAILS

Information From Statement Dated **07/05/10** [View Full Bill](#)

[View all available bill history](#)

Bill Summary (for bill period ending 07/05/10)

[What's this?](#)

PRIOR ACTIVITY (between 06/06/2010 and 07/05/2010)

Previous Balance	\$217.17
------------------	----------

Payment Posted	-217.17
----------------	---------

BALANCE	\$0.00
----------------	---------------

Monthly Service Charges ?	\$159.98
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Usage Charges ?	\$1.99
-----------------	--------

Credits/Adjustments/Other Charges ?	\$28.55
-------------------------------------	---------

Government Fees & Taxes ?	\$25.05
---------------------------	---------

TOTAL CURRENT CHARGES ?	\$215.57
--------------------------------	-----------------

Total Amount Due ?	\$215.57
---------------------------	-----------------

Group Details

[What's this?](#)

Shared Minutes Used

Wireless Number	Period	Monthly Service	Rollover Minutes	Other Shared Minutes	Billed Minutes	Billed Charges			
863-602-0504	06/06-07/05	50.00	429	171	0	0.00			
863-602-8241	06/06-07/05	9.99	163	36	0	0.00			
Total		59.99	592	207	0	0.00			
SUMMARY OF ROLLOVER MINUTES FOR THE GROUP									
Previous Rollover Balance						547			
Rollover Minutes Used						-42			
Rollover Minutes Expired (*)						0			
Current Rollover Balance						505			
(*) Unused Package Minutes Expire After 12 Billing Periods									
Wireless Detail (Summary of Charges by Mobile)									
WIRELESS DETAIL FOR: 523005922057									
Wireless Number	Mins Used	Msg/KB/Min Used	Monthly Service	Usage Charges	Credits, Adj & Other Charges	Govt Fees & Taxes	Non-Comm Related Charges	Total	
WAYNE CROSS									
863-398-9489	0	353,533	60.00	0.00	0.38	9.04	0.00	69.42	
WAYNE CROSS									
863-602-0504	600	2,869	89.99	1.99	27.39	13.90	0.00	133.27	
WAYNE CROSS									
863-602-8241	199	0	9.99	0.00	0.78	2.11	0.00	12.88	
Total		799	356,402	159.98	1.99	28.55	25.05	0.00	215.57
TOTAL AMOUNT DUE								\$215.57	

less personal use 12.88
202.69



Bill Summary & Usage Details

Account Owner: POLK CO CRIME STOPPER

Account Number: 523005922057

[View Account Profile](#)

Use the tabs below to view your bill summary or usage details for your services.

See previous records by selecting the **View all available bill history** link.

CURRENT PAYMENT & CHARGES

Last Payment Received (09-26-10) \$178.46

Current Account Balance \$250.57

AutoPay to be Applied 10/26/2010

[Make a Payment](#)

Wireless Statement Summary

[BILL SUMMARY](#)
[USAGE DETAILS](#)
Information From Statement Dated **09/05/10** [View Full Bill](#)
[View all available bill history](#)
Bill Summary (for bill period ending 09/05/10)

[What's this?](#)

PRIOR ACTIVITY (between 08/06/2010 and 09/05/2010)

Previous Balance	\$218.56
Payment Posted	-168.60
Adjustments	-49.96
BALANCE	\$0.00
Monthly Service Charges ?	\$159.15
Usage Charges ?	\$3.89
Credits/Adjustments/Other Charges ?	\$3.57
Government Fees & Taxes ?	\$11.85
TOTAL CURRENT CHARGES ?	\$178.46
Total Amount Due ?	\$178.46

Group Details
[What's this?](#)

Shared Minutes Used

Wireless Number	Period	Monthly Service	Rollover Minutes	Other Shared Minutes	Billed Minutes	Billed Charges
863-602-0504	08/06-09/05	50.00	501	253	0	0.00
863-602-8241	08/06-09/05	9.99	80	188	0	0.00
Total		59.99	581	441	0	0.00

SUMMARY OF ROLLOVER MINUTES FOR THE GROUP

Previous Rollover Balance	352
Rollover Minutes Used	-31
Rollover Minutes Expired (*)	0
Current Rollover Balance	321
(*) Unused Package Minutes Expire After 12 Billing Periods	

Wireless Detail (Summary of Charges by Mobile)**WIRELESS DETAIL FOR: 523005922057**

Wireless Number	Mins Used	Msg/KB/Min Used	Monthly Service	Usage Charges	Credits, Adj & Other Charges	Govt Fees & Taxes	Non-Comm Related Charges	Total
WAYNE CROSS								
863-398-9489	0	879,837	60.00	0.00	0.38	0.05	0.00	60.43
WAYNE CROSS								
863-602-0504	754	13,845	89.16	1.99	2.41	9.40	0.00	102.96
WAYNE CROSS								
863-602-8241	268	7	9.99	1.90	0.78	2.40	0.00	15.07
Total	1022	893,689	159.15	3.89	3.57	11.85	0.00	178.46
TOTAL AMOUNT DUE								\$178.46

+1507
16339



Bill Summary & Usage Details

Account Owner: POLK CO CRIME STOPPER

Account Number: 523005922057

[View Account Profile](#)

Use the tabs below to view your bill summary or usage details for your services.

See previous records by selecting the "View" link.

CURRENT PAYMENT & CHARGES

Last Payment Received (01-26-11) \$214.06

Current Account Balance \$0.00

AutoPay Applied 01/26/2011

[Make a Payment](#)

Wireless Statement Summary

[BILL SUMMARY](#)
[USAGE DETAILS](#)
Information From Statement Dated **01/05/11** [View Full Bill](#)
[View all available Bill History](#)
Bill Summary (for bill period ending 01/05/11)

[What's this?](#)

PRIOR ACTIVITY (between 12/06/2010 and 01/05/2011)

Previous Balance \$205.32

Payment Posted -205.32

BALANCE \$0.00

Monthly Service Charges ? \$184.98

Usage Charges ? \$6.57

Credits/Adjustments/Other Charges ? \$5.51

Government Fees & Taxes ? \$17.00

TOTAL CURRENT CHARGES ? \$214.06**Total Amount Due ? \$214.06**
less personal use 1366
Group Details
[What's this?](#)

200.40

Shared Minutes Used

Fixed Price

Fixed price payment requests must include documentation evidencing the services provided for the period invoiced. Documentation must evidence the completion of all tasks required to be performed for the deliverable and must show that the provider met the minimum performance standards established in the agreement.

PERQUISITES

Per s. 216.262(1)(f), F.S., the term "perquisites" means those things, or the use thereof, or services that confer on the officers or employees receiving them a benefit that is in the nature of additional compensation, or that reduce to some extent the normal personal expenses of the officer or employee receiving them. The term includes, but is not limited to, such things as quarters, subsistence, utilities, laundry services, medical service and the use of state-owned vehicles for other than state purposes.

*Perquisites may not be furnished by a state agency, or by the judicial branch, unless approved by DMS or otherwise delegated to the agency head or by the Chief Justice, respectively, during each fiscal year. Whenever a state agency or the judicial branch is to furnish perquisites, DMS or the agency head to which the approval has been delegated, or the Chief Justice, respectively, must approve the kind and monetary value of such perquisites before they may be furnished. Perquisites may be furnished only when in the best interest of the State due to the exceptional or unique requirements of the position. **All payment requests of perquisites submitted to the Bureau of Auditing must include the above-referenced annual approval.***

Some perquisites are taxable fringe benefits and must be processed through the Bureau of State Payrolls in accordance with the Payroll Preparation Manual (http://www.myfloridacfo.com/aadir/bosp/BOSP_MANUAL2.pdf).

Items that are required by the employer for safety, security or health purposes, such as uniforms, safety equipment, special footwear, protective clothing, etc., and are issued or purchased by the agency are considered non-reportable/nontaxable events for federal tax purposes and may be processed by the Bureau of Auditing. However, providing allowances, advances or reimbursements for the original purchase, maintenance or replacement of such items are reportable and taxable events unless the employer maintains an accountable plan in accordance with the Payroll Preparation Manual. Payments for such items for which an accountable plan is maintained may also be processed by the Bureau of Auditing and must include evidence of approval of the accountable plan by the Bureau of State Payrolls.

Additional information regarding perquisites may be found in Rule 60L-32.004, F.A.C.

Due with Monthly Reimbursement/Expenditure Report

TOTAL	\$7,963.01
--------------	-------------------

Statement Date: 1/5/2010
 ACCOUNT CODE: 5079
 INVOICE #19234

Delinquent: 01/20/2010
 Total Amount Due: \$30.98
 Amount Enclosed

Wayne Cross
 Heartland Crime Stoppers
 PO Box 2681
 Lakeland FL 33806

TELECOMPUTE CORPORATION
 P.O. BOX 106019
 ATLANTA, GA 30348-6019

Please detach and return with your payment

Invoice Information

SPONSOR: Heartland Crime Stoppers

ACCOUNT CODE: 5079
 Statement Date: 1/5/2010
 Phone: 8636020504
 Fax: 8636446352

Summary of Charges

PREVIOUS ACCOUNT BALANCE: \$29.69

Payments Received:

Check#1: 2811 12/21/2009 (\$29.69)

Check#2:

PAST DUE AMOUNT: \$0.00

LATE FEE:

BALANCE BROUGHT FORWARD: \$0.00

CURRENT CHARGES

Monthly Service Charges: \$9.95

Usage Related Charges: \$18.22

MINUTES: 370 CALLS:219

Taxes Royalties: \$2.81

(Tax rates depend on routing and jurisdiction.)

DISCOUNTS:

SERVICE ORDERS:

TOTAL OF CURRENT CHARGES: \$30.98

RESERVES APPLIED::

PREVIOUS RESERVE BALANCE:

NEW RESERVE BALANCE: \$0.00

AMOUNT DUE (or Receivable) \$30.98

INVOICE

Billing Date: January 4, 2009

IMPORTANT MESSAGES

All bills are payable upon receipt. If not paid in full by the due date printed on the bill a 1.5% late fee will be added to your next invoice. The minimum late fee is \$5.00 and will be applied to any account with an overdue balance over \$15.00.

QUESTIONS ABOUT YOUR BILL? Please call our customer service number (800) USA-CITY or email customerservice@telecompute.com. For more information see our web site: www.telecompute.com



Telecompute Corporation™
THE VOICE OF THE FUTURE™

Statement Date: 2/1/2010
ACCOUNT CODE: 5079
INVOICE #36725

Wayne Cross
Heartland Crime Stoppers
PO Box 2681
Lakeland FL 33806

INVOICE
Billing Date: February 1, 2010
www.telecompute.com

Delinquent After 02/20/2010
Total Amount Due: \$57.12
Amount Enclosed

TELECOMPUTE CORPORATION
P.O. BOX 106019
ATLANTA, GA 30348-6019

Please detach and return with your payment

Invoice Information

SPONSOR: Heartland Crime Stoppers

ACCOUNT CODE: 5079
Statement Date: (2/1/2010)
Phone: 8636020504
Fax: 8636446352

Summary of Charges

PREVIOUS ACCOUNT BALANCE: \$30.98.

Payments Received:

Check#1:

Check#2:

PAST DUE AMOUNT: (\$30.98)

LATE FEE:

BALANCE BROUGHT FORWARD: \$30.98

CURRENT CHARGES

Monthly Service Charges: \$9.95

Usage Related Charges: \$13.72

MINUTES: 280 CALLS:191

Taxes Royalties: \$2.47

(Tax rates depend on routing and jurisdiction.)

DISCOUNTS:

SERVICE ORDERS:

TOTAL OF CURRENT CHARGES: \$26.14

RESERVES APPLIED::

PREVIOUS RESERVE BALANCE:

NEW RESERVE BALANCE: \$0.00

INVOICE

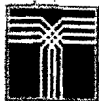
Billing Date: February 1, 2010

IMPORTANT MESSAGES

All bills are payable upon receipt. If not paid in full by the due date printed on the bill a 1.5% late fee will be added to your next invoice. The minimum late fee is \$5.00 and will be applied to any account with an overdue balance over \$15.00.

QUESTIONS ABOUT YOUR BILL? Please call our customer service number (800) USA-CITY or email

[illegible]**Due with Monthly Reimbursement/Expenditure Report**



Telecompute Corporation™
THE VOICE OF THE FUTURE™

INVOICE

Billing Date: January 4, 2009

www.telecompute.com

Statement Date: 1/5/2010

ACCOUNT CODE: 5079

INVOICE #19234

Delinquent After 01/20/2010

Total Amount Due: \$30.98

Amount Enclosed

Wayne Cross
Heartland Crime Stoppers

PO Box 2681
Lakeland FL 33806

TELECOMPUTE CORPORATION
P.O. BOX 106019
ATLANTA, GA 30348-6019

Please detach and return with your payment

Invoice Information

SPONSOR: Heartland Crime Stoppers

INVOICE

Billing Date: January 4, 2009

IMPORTANT MESSAGES

ACCOUNT CODE: 5079

Statement Date: 1/5/2010

Phone: 8636020504

Fax: 8636446352

Summary of Charges

PREVIOUS ACCOUNT BALANCE: \$29.69

Payments Received:

Check#1: 2811 12/21/2009 (\$29.69)

Check#2:

PAST DUE AMOUNT: \$0.00

LATE FEE:

BALANCE BROUGHT FORWARD: \$0.00

CURRENT CHARGES

Monthly Service Charges: \$9.95

Usage Related Charges: \$18.22

MINUTES: 370 CALLS:219

Taxes Royalties: \$2.81

(Tax rates depend on routing and jurisdiction.)

DISCOUNTS:

SERVICE ORDERS:

TOTAL OF CURRENT CHARGES: \$30.98

RESERVES APPLIED::

PREVIOUS RESERVE BALANCE:

NEW RESERVE BALANCE: \$0.00

AMOUNT DUE (or Receivable) \$30.98

All bills are payable upon receipt. If not paid in full by the due date printed on the bill a 1.5% late fee will be added to your next invoice. The minimum late fee is \$5.00 and will be applied to any account with an overdue balance over \$15.00.

QUESTIONS ABOUT YOUR BILL? Please call our customer service number (800) USA-CITY or email customerservice@telecompute.com. For more information see our web site: www.telecompute.com

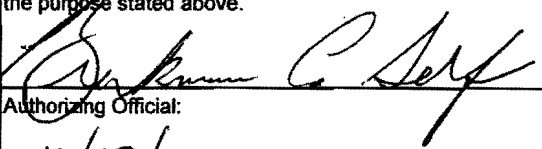
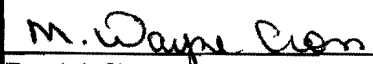
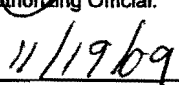
EXHIBIT #14 A

3 pages

FLORIDA CRIME STOPPERS TRUST FUND TRAVEL VOUCHER FOR REIMBURSEMENT

Organization: Heartland Crime Stoppers, Inc.		Grant Number:	021-08
Traveler's Name:	Wayne Cross	Reimbursed:	
Organization Name:	Heartland Crime Stopper	Reimbursed:	
Employee:	x	Volunteer:	

<http://www3.dot.state.fl.us/mileage>

Date	Travel Performed From Point of Origin to Destination	Hour of Departure & Return	Meals for Travel	Actual Lodging Expenses	Map Mileage Claimed	Vicinity Mileage Claimed	Other Amount	Expenses Type
10/13/09	Lakeland to Ft Lauderdale	1:00PM	\$19.00	\$149.00	209		\$3.10	tolls
10/14/09	Ft Lauderdale		\$30.00	\$149.00				
10/15/09	Ft Lauderdale		\$30.00	\$149.00				
10/15/09	Ft Lauderdale to Lakeland	11:00AM			209		\$8.80	tolls
Name of Conference and Purpose:			Column Total		418	445 A Mile	Column Total	Summary Total
Fl. Assn of Crime Stoppers			\$79.00	\$447.00	\$186.01		\$11.90	\$723.91
Travel Voucher Reimbursement Information:				I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter, that the travel expenses were actually incurred by me as necessary in the performance of official duties; that subsistence allowance claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of the Reference Guide for Expenditures.				
Check No. _____								
Check Date: _____								
I hereby certify or affirm that to the best of my knowledge the travel was on official business of the Organization and was for the purpose stated above.								
 Authorizing Official:				 Traveler's Signature:				
 Signature Date:				11/3/2009 Signature Date:				

620 East Las Olas Boulevard
Fort Lauderdale, Florida 33301

Direct: 954-467-0671
Fax: 954-462-2148
1-800-325-3280

RIVERSIDE
HOTEL

Cross, Mr Martin
3495 Peacock Lane
Mulberry, FL 33860

FOLIO NO.: 1057G2
ROOM NO.: 1131
ARRIVE: 10/13/09
DEPART: 10/16/09
RATE/PACKAGE: 189.00
RATE/PACKAGE DESCRIPTION: GFCSCCL
NO IN PARTY: 2
DEPOSIT REC'D 0.00

DATE	DESCRIPTION	CHARGES	PAYMENTS
10/13/09	1 RM CHG-Group Association	189.00 149	
10/13/09	1 Parking-Overnight Garage	17.00	
10/13/09	1 State Sales Tax	12.36	
10/13/09	1 County Occupancy Tax	9.45	
10/14/09	1 Allow-Parking-Overnight	-17.00	
10/14/09	1 State Sales Tax	149 1.02	
10/14/09	1 RM CHG-Group Association	189.00	
10/14/09	1 State Sales Tax	11.34	
10/14/09	1 County Occupancy Tax	149 9.45	
10/15/09	1 RM CHG-Group Association	189.00	
10/15/09	1 State Sales Tax	11.34	
10/15/09	1 County Occupancy Tax	9.45	
Subtotals		\$ 629.37	0.00
BALANCE DUE		\$ 629.37	
		120.00	
		<u>509.37</u>	

149
149
149
447

I agree that my liability for this bill is not waived and agree to be held personally liable in the event the indicated person, company, or association fails to pay for any part or the full amount of these charges.

Guest Signature: _____

1 Page

MARTIN W CROSS
HEARTLAND CRIME STOPPERS
Business Account [REDACTED]
September 22 - October 22, 2009

EXHIBIT #15

2 Pages

citi
Page 3 of 4

NNNN - NNNN - NNNN - NNNY
147052950041040002

BUSINESS ACCOUNT SUMMARY

Business Payments, Credits and Adjustments

HEARTLAND CRIME STOPPERS

Trans	Post	Description	Amount
	10/12	PAYMENT THANK YOU	\$113.31-
Total Business Payments, Credits and Adjustments			\$113.31-

Business Activity

Purchases

Standard Purch

Trans	Post
	10/22

Description
PURCHASES*FINANCE CHARGE*PERIODIC RATE

Amount
\$68.82
\$68.82

Total Standard Purch

Finance Charge Summary

	Nominal APR	Periodic FINANCE CHARGE	Transaction Fee/FINANCE CHARGE
PURCHASES			
Standard Purch	18.990%	\$68.82	\$0.00
CASH ADVANCES			
Standard Adv	19.990%	\$0.00	\$0.00

Total FINANCE CHARGE

\$68.82

CARDHOLDER SUMMARY

Cardholder Activity

Cardholder

MARTIN W CROSS

Account Number

Amount
\$6,245.41

Transaction Activity

MARTIN W CROSS

Employee Credit Line

\$6,900

Account Number

Employee Cash Advance Limit

\$500

Purchases

Standard Purch

Trans	Post
09/30	09/30
10/06	10/06
10/07	10/07
10/07	10/07

Description	
BAGLEY IDEA PROS	863-646-4444 FL
HP HOME STORE	888-999-4747 CO
B AND B STOR WITH US	863-6461498 FL
B AND B STOR WITH US	863-6461498 FL

Amount
\$4,200.00
\$92.41 ✓
\$803.00 ✓
\$1,150.00 ✓
\$6,245.41

Total Standard Purch

Subtotal of Activity for Account Number

\$6,245.41

CitiBusiness[®] Platinum Select[®] Card

Account Summary Statement
MARTIN W CROSS
HEARTLAND CRIME STOPPERS
Business Account [REDACTED]
Total Cardmembers: 1
September 22 - October 22, 2009

QUICK REFERENCE

Minimum Payment \$131.82
New Balance \$6,314.23
Due Date* 11/11/09

*Payment must be received by 5:00 pm local time on the Payment Due Date

Business Credit Line \$6,900
Available Credit \$585
Cash Advance Line \$500
Available Cash Advance \$500

ACCOUNT SUMMARY

Previous Balance..... \$113.31
Payments, Credits and Adjustments..... \$113.31
Purchases..... \$6,245.41
Cash Advances..... \$0.00
Finance Charges..... \$68.82
Fees..... \$0.00
New Balance..... \$6,314.23

MONTHLY ACTIVITY BY CATEGORY

Merchandise..... \$92.41
Miscellaneous..... \$44.49
Services..... \$6,153.00

How To Reach Us

Visit www.citicards.com

Customer Service:

1-800-750-7453 or write to
CitiBusiness Card, PO Box 6235
Sioux Falls, SD 57117-6235

NEWS FROM CITI

Detailed Quarterly Reports make it easy to monitor account activity and help with planning and budgeting. For more information, call 1-800-750-7453.

Receive \$10 OFF Your First 20Lb Gift Box of Florida Citrus! Navels, Grapefruit or Mixed. Reg: \$36.95. Intro price: \$26.95, plus S&H. Ends 01/15. To order, call 1-866-743-6277 and ask for dept 07b. Or log on to WWW.ENJOYCITRUS.COM and enter dept. 07b An offer from Al's Family Farms (not a Citi (R) company).

Get \$200 When You Sign Up for Merchant Services. Open a new account with Citi Merchant Services Provided by First Data Merchant Services Corp. and take advantage of this limited time credit offer. Call 1-800-231-3531 today for more details.

NNNN - NNNN - NNNN - NNNY
147052950041040001



MARTIN W CROSS
HEARTLAND CRIME STOPPERS
Business Account [REDACTED]
September 22 - October 22, 2009

EXHIBIT #16

3 pages

citi
Page 3 of 4

BUSINESS ACCOUNT SUMMARY

Business Payments, Credits and Adjustments

HEARTLAND CRIME STOPPERS

Trans	Post	Description	Amount
	10/12	PAYMENT THANK YOU	\$113.31-
Total Business Payments, Credits and Adjustments			\$113.31-

Business Activity

Purchases

Standard Purch	Description	Amount
Trans Post		
	10/22	
Total Standard Purch		\$68.82

Finance Charge Summary

	Nominal APR	Periodic FINANCE CHARGE	Transaction Fee/FINANCE CHARGE
PURCHASES			
Standard Purch	18.990%	\$68.82	\$0.00
CASH ADVANCES			
Standard Adv	19.990%	\$0.00	\$0.00

Total FINANCE CHARGE ~~\$68.82~~

CARDHOLDER SUMMARY

Cardholder Activity

Cardholder	Account Number	Amount
MARTIN W CROSS	[REDACTED]	\$6,245.41

Transaction Activity

MARTIN W CROSS	Account Number
Employee Credit Line	[REDACTED]
Employee Cash Advance Limit	\$500

Purchases

Standard Purch	Description	Amount
Trans Post		
09/30 09/30	BAGLEY IDEA PROS 863-646-4444 FL	\$4,200.00
10/06 10/06	HP HOME STORE 888-999-4747 CO	\$92.41 ✓
10/07 10/07	B AND B STOR WITH US 863-6461498 FL	\$803.00 ✓
10/07 10/07	B AND B STOR WITH US 863-6461498 FL	\$1,150.00 ✓
Total Standard Purch		\$6,245.41

Subtotal of Activity for Account Number [REDACTED] **\$6,245.41**

NNNN - NNNN - NNNN - NNNY
147052950041040002



[illegible]**Due with Monthly Reimbursement/Expenditure Report**

B & B Stor-With-Us
735 Creative Dr, Ste 1
Lakeland, FL 33813

10/1/2009

POLK COUNTY CRIME STOPPERS
P O Box 2681
C/O Martin Cross
Lakeland, FL 33806

Yearly Statement

Dear POLK COUNTY CRIME STOPPERS:

As a reminder, yearly payment on your account(s) at B & B Stor-With-Us is due by 10/15/2009.

Account Status:

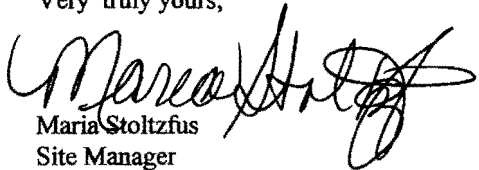
Unit	Monthly Rate	Due Date	Past Due Balance	12 Months Rent	Monthly Charges	Taxes	Insurance Premium	Total
0D11	\$73.00	10/15/2009	\$0.00	\$876.00	\$0.00	\$0.00	\$0.00	\$876.00
0F10	\$95.00	10/1/2009	\$95.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$1,235.00
Total Due								\$2,111.00

Please remit "Total Due" to:

B & B Stor-With-Us
735 Creative Dr, Ste 1
Lakeland, FL 33813

If you have any questions, please call 863-646-1498.

Very truly yours,


Maria Stoltzfus
Site Manager

June 2011 EXHIBIT #17

PN 17206-0601	100	Seh	11
PN 17237-0602	50	Seh	12
PN 17240-0603	25	Seh	12
197517218-0604	300	Loh	11
PN 17238-0606	50	Seh	11
PN 17254-0607	100	Loh	11
PN 17255-0608	100	Loh	14
PN 17256-0609	100	Loh	11
PN 17307-0610	100	Wit	11
PN 17302-0611	100	Loh	11
1938 17170-0612	200	L.W.	11
PN 17632-0613	100	Loh	11
PN 17341-0614	100	Loh	11

main SMS
 main LPMS
 Com Busch / LPMS
 VOP mult. ~~Whip~~
 main LPMS
 main ~~SMS~~ SMS
 main SMS
 Bing SMS
 main SMS Acl.
 pellet gun LHMS
 VOP DKL SR Pass
 Stewart. J.W.
 main LHMS
 Bing going related

May 2011

	16984-0501	25	16h	15	Tracing SWM
46T9	16950-0501	300	16h	11	Usp Daniel L
			16h	11	Many LAMS
pu	16706-0502	100	16h	11	many SHS
		100	16h	11	alcohol LAMS
pu	17005-0503	25	16h	11	Many BMS
pu	17006-0504	100	16h	12	Tracing SWM
pu	17021-0505	25	16h	11	Theft SWM
pu	17029-0506	50	16h	12	meth lab shout
pu	17030-0507	300	16h	11	Many LAMS
pu	16987-0508	100	16h	11	Theft Lamm A
pu	17032-0509	300	16h	11	Theft Cops
	17050-0510	200	16h	11	Theft Lamm
7842	17052-0511	300	16h	11	23 many Aue E
		300	16h	11	knife SWM
pu	17054-0512	300	16h	11	Tobacco TH
	17000-0513	100	16h	11	Usp Ashford
7800	17076-0514	25	16h	11	Usp Stead
pu	17083-0515	300	16h	11	Usp Stead
pu	16974-0516	300	16h	11	Usp Stead
pu	15711-0517	450	16h	11	Reward for
			16h	11	Brownwood
pu	1622-3333	300	16h	11	WAL, BLANC
	1628-0518	300	16h	11	WAL, BLANC

pu 17141-0519	50	1 ch.	11/11	Warrant FIA
pu 17140-0520	50	1 ch.	11/11	alcohol TH
pu 17177-0521	100	1 ch.	11/11	fat. con. 2/10
17184-0522	100	1 ch.	11/11	NARC MMS
17184-0523	100	1 ch.	11/11	FIA Misd. 3/1
pu 17182-0524	100	1 ch.	11/11	cont. 2/10
pu 17182-0525	50	1 ch.	11/11	Mong. 3/10
pu 17192-0526	50	1 ch.	11/11	Crin. 3/10
17197-0527	50	1 ch.	11/11	Dang. 3/10
17197-0528	50	1 ch.	11/11	THS

Ph	16797-0401	100	lake ✓	11
Ph	16788-0402	100	lake ✓	11
Ph	16819-0403	25	lake ✓	11
Ph	14820-0404	50	lake ✓	11
Ph	16802-0405	100	lake ✓	11
Ph	16735-0406	300	WH ✓	12
Ph	16787-0407	300	lake ✓	11
Ph	16830-0408	100	Sch ✓	11
Ph	16830-0409	100	Sch ✓	11
Ph	16784-0410	300	lake ✓	11
Ph	16846-0411	300	lake ✓	11
Ph	16537-0412	400	WH ✓	13
Ph	16669-0413	300	Chris ✓	11
Ph	16554-0414	300	Chris ✓	11
Ph	16542-0415	300	WH ✓	11
Ph	16790-0416	300	WH ✓	11
Ph	16297-0417	300	Chris ✓	11
Ph	16846-0418	200	WH ✓	11
Ph	16820-0419	300	lake ✓	11
Ph	16847-0420	25	lake ✓	11

Main BDOC
 May LTHS
 Tobacco SWM
 Theft SWM
 Pills LTHS
 Theft Lake Ave
 Vop Lowey L
 May LPH S
 Vop LPH
 Vop Maple
 VACC Sutherland
 VOP Hosp LEM
 VOR Walnut St
 VOP Hwy 92W
 Honide
 VOP Brisk
 Theft HCHS
 Vop D...
 Vop S...

760	16734-0421	300	11	✓	Up Felt ID
7640	16741-0422	300	11	✓	Up Hwy 12 Ad
7643	16799-0423	300	11	✓	Up 21st St W
8735	16815-0424	300	11	✓	Up meth Vally
8704	16816-0425	300	11	✓	Up Palle St HK
3	16834-0426	200	11	✓	Up FTA CORN SITE
7681	16781-0427	300	12	✓	LT, Aves Bennett A
	16754-0428	300	11	✓	1 Chestnut
	16839-0429	400	11	✓	meth Reverend LK
	16938-0430	100	11	✓	ARSON AMOS LK.
	16957-0431	100	11	✓	Mary HHS
	16969-0432	100	11	✓	Wendy THS
	16983-0433	100	11	✓	alcohol SUMS
	16994-0434	100	11	✓	Wendy SUMS
	16995-0435	100	11	✓	Puller SUMS
	16996-0436	100	11	✓	Lucy SUMS
	16997-0437	100	11	✓	Champion SUMS
	16998-0438	100	11	✓	Knife SUMS
	16999-0439	100	11	✓	Thrift SHS

March 2011

7570	14644-0301	ch 750	Chris ✓ 15	Robbing S th St.
	Pu 14651-0302	Set 100	Set ✓ 11	knife SHS
		400	WH ✓ 44	possessing CHAS
1433	14651-0303	25	Loh ✓ 11	flight SWMS
	Pu 14665-0304	25	Loh ✓ 11	Tobacco WH
	Pu 14664-0305	400	WH ✓ 11	B.H. & others
7495	14653-0306	300	WH ✓ 11	Vop Pearl ant
7510	14672-0307	25	Loh ✓ 12	Treap. LHM
	Pu 14676-0308	25	Loh ✓ 11	Tungy Su
	Pu 14682-0309	25	Loh ✓ 11	Tungy Su
	Pu 14683-0310	100	Loh ✓ 12	Mangy Su
	Pu 14689-0311	100	Loh ✓ 11	Mangy Su
	Pu 14693-0312	75	Set ✓ 11	Thrift
	Pu 14680-0313	25	Set ✓ 11	Tobacco St
	Pu 14691-0314		✓	
			✓	
			✓	
			✓	
			✓	
			✓	

PH 16713-0323 100 WH ✓ 11
 ✓
 ✓
 ✓
 ✓
 ✓
 ✓
 ✓
 ✓

may BMS H.C

PH 16760-0333 100 WH ✓ 11
 PH 16761-0331 100 WH ✓ 11

may BMS I
 may LEMS

PH 16745-0338 300 WH 11
 PH 16749-0334 100 ✓ 11
 PH 16749-0334 75 ✓ 11
 PH 16749-0334 75 ✓ 11
 PH 16749-0334 75 ✓ 11
 PH 16749-0334 75 ✓ 11

WleCyustion
 pills Swms
 Crim muse Swt
 pills Swms

Feb 2011

PH	16509-0201	25	John ✓ 12
PH	7381 16388-0202	300	Will ✓ 13
	7385 16394-0203	300	John ✓ 12
	7352 16397-0204	750	Will ✓ 11
PH	7424 16441-0205	300	Chris ✓ 11
PH	7448 16506-0206	300	Chris ✓ 11
PH	16517-0207	25	John ✓ 11
			Chris ✓ 13
?	Will 16511-0208	300	John ✓ 11
PH	16522-0209	25	John ✓ 11
PH	16516-0210	100	John ✓ 11
PH	16731-0211	300	John ✓ 11
PH	16523-0212	50	John ✓ 11
PH	15728-0213	300	Will ✓ 11
PH	7470 16053-0214	300	Will ✓ 11
	7381 16388		John ✓ 11
PH	15967-0215	300	John ✓ 11
PH	16195-0216	300	Chris ✓ 11
PH	15692-0217	500	Chris ✓ 10
PH/504	16549-0218	300	Will ✓ 12
167499	16542-0219	300	John ✓ 11
167608	16554-0220	300	

alcohol swims
 Francis Townsend
 Dep Decentral
 Robby Pollen
 Dep Hight
 Dep Baker
 Tanning Swims
 Dep
 Tanning LHMS
 Pills LHMS
 Don Vial Hunter
 Pelliger LHMS
 Ross with
 Ross with

Vop Westgate, LK1

VOP Reynolds LK11
 Horwich Barton
 Bury 40000 FH
 Vop

Stob
 FA

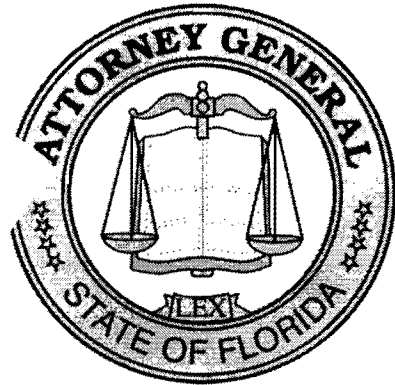
Pm 16 557-0221 100 WH ✓ 11
 Pm 16 558 0222 100 ✓ WH ✓ 11
 Pm 16 560 0223 20 ✓ ✓ 11
 Pm 16 561-0224 100 ✓ ✓ 11
 7031 15 891-0225 300 WH ✓ 11
 Pm 16 574-0226 300 ~~chris~~ ✓ 11
 Pm 16 591-0227 100 ~~chris~~ ✓ 11
~~? 7495 16 531-0228~~
 ? 7495 16 531-0228 400 WH ✓ 12
 7510 16 572-0229 300 WH ✓ 11
 Pm 16 598-0230 200 ✓ ✓ 12
 Pm 16 600-0231 100 ✓ ✓ 13
 ? 7460 15 535-0232 200 WH ✓ 11

7539 16 596-0233 300 ✓ WH 11
 16 477-0234 300 ✓ 11
 7525 16 579-0235 200 WH 11
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Preliminary and Tentative Report

Heartland Crime Stoppers Audit
June 23, 2011

Assignment No. 10-39

Introduction

This audit of Polk County/Heartland Crime Stoppers was requested by the Office of the Attorney General (OAG) Senior Management.

This audit was conducted in accordance with the *International Standards for Professional Practice of Internal Auditing* and *Generally Accepted Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.

We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Scope and Objectives

The scope of this review was January 2010 through January 2011.

The general objectives of this review were to:

- Evaluate the internal control over disbursements
- Audit a sample of Crime Stoppers tips payments for validity
- Audit a sample of other expenses for validity

- Perform a risk assessment of Crime Stoppers Program
- Evaluate the oversight of the Crime Stoppers monitoring staff

Laws, Rules, and Regulations

Regulatory guidance for this review included:

Florida Statute 16.556 – Crime Stoppers Trust Fund. The Crime Stoppers Trust Fund is created to be administered by the Department of Legal Affairs.

Florida Statute 938.06 – Cost for crime stoppers programs. (1) In addition to any fine prescribed by law, when a person is convicted of any criminal offense, the county or circuit court shall assess a court cost of \$20. (2) The clerk of the court shall collect and forward, on a monthly basis, all costs assessed under this section, less \$3 per assessment as a service charge to be retained by the clerk, to the Department of Revenue for deposit in the Crime Stoppers Trust Fund, to be used as provided in s. 16.555.

Access to and use of Trust Fund monies are strictly governed by Florida Statutes. Only one Crime Stopper program per county is eligible to receive funds, they must be a 501(c)(3) non-profit organization, a member in good standing of Florida Association of Crime Stoppers, and have an

endorsement from the county commission in the county they serve.¹

Background

The Florida Crime Stoppers Act was passed by the Legislature in 1998 and established the Crime Stoppers Trust Fund by imposing a court surcharge of \$20 for criminal offenses in all county and circuit courts. In addition to providing funding for the state's Crime Stoppers programs, the law provides for enhancement of public awareness for the organizations' crime prevention methods and for training the public in personal safety principles, especially citizens who live in, work at, or frequent locations with high crime rates. The Attorney General's Office administers the grant funds every year to carry out the purposes of the Florida Crime Stoppers Act.²

According to Florida Association of Crime Stoppers, not one penny of "tax dollars" contribute to the fund, nor were any used to seed the fund initially. It is 100% funded by criminals, to assist in the arrest of other criminals. Funds are then transferred from county clerks to the state of Florida Department of Revenue on a monthly basis where they are accounted for and earmarked for future use by the county Crime Stopper programs in the county in which the funds were collected...³

By guaranteeing a caller's anonymity, Crime Stoppers allows the caller to give information in a positive atmosphere without the prospect of retribution. By offering cash rewards for information leading to an arrest(s), the program

encourages otherwise reluctant callers to provide information.⁴

Heartland Crime Stoppers provides anonymous cash rewards for information regarding crimes occurring in Polk, Highlands, and Hardee Counties.

The Heartland Crime Stoppers contract for the year fiscal year ending June 30, 2011, was \$234,242. See Attachment A for a breakdown of the expenses audited and see Attachment B for annual budgets for fiscal years 2009-2010 and 2010-2011.

Methodology

In conducting our audit, we interviewed Crime Stoppers personnel, examined selected records, and conducted research online to determine relevant program information. We also reviewed prior audit reports for relevance.

To evaluate the internal control over disbursements, we interviewed the program's executive director, the former treasurer and the chairman of the board. We determined the process for payment approval and reviewed board meeting minutes for approval notices.

To audit a sample of tips for validity, we reviewed guidelines for payment, examined a selected sample of expenses and traced to supporting documentation, bank statements and other sources of substantiation. We also reviewed the reward approval process.

To audit a sample of other expenses, we selected a sample, determined the rules for eligibility of payment, and traced to supporting documentation. We questioned

¹ Florida Association of Crime Stoppers.

² Florida Crime Prevention Training Institute.

³ Florida Association of Crime Stoppers.

⁴ Heartland Crime Stoppers.

the purpose for any expenses that were unclear.

To perform a risk assessment of the Crime Stoppers program, we collaborated with the executive director, the board chairman, and OAG's program administrator.

To evaluate the oversight of the Heartland Crime Stoppers monitoring staff, we reviewed monitoring tools, compared the tools to actual practices for a sample of months, and observed a monitoring visit.

Summary of Review Results

The following were the results of our review:

- The amount of discretionary authority that the Executive Director was entrusted with may not be in the best interest of the Crime Stoppers Program.
- The process involving approval of rewards for tips could be improved.
- Supporting documentation provided for expense reimbursements was not always detailed or sufficient.
- The Board was not actively involved in the operations of the Program.
- The Program did not adhere to State bidding criteria.
- The program monitoring process could be improved in its oversight and approval of certain expenses.
- The role of the treasurer could be more clearly defined.
- Improper bidding and nepotistic relationships should be avoided.

Comments, Recommendations and Management's Responses

Finding No. 1: The Executive Director had too much discretionary authority.

Heartland Crime Stoppers was governed and managed by a board and an executive director.

The executive director was the only full-time salaried position. His duties included the following: responsible for the day to day operations of the Program, attend all board of directors meetings, responsible for completing all grant/reimbursement paperwork for the Attorney General's Office, responsible for the weekly status calls from Tipsters, delivers transfers to the banks at the first of each month, distributes advertisement information (signs, flyers, newsletters) to all law enforcement agencies, meets with school resource officers, attends mandatory training with the Florida Association of Crime Stoppers, speaks publicly about the Program and the mission at public forums, maintains communication with vendors, and approves all invoices from vendors and assure they are paid in a timely manner.⁵

We reviewed supporting documentation for a sample of Crime Stoppers invoices, as well as a sample of rewards for the period January 2010 through January 2011. We also examined board meetings minutes and the following were areas of concern that directly related to the executive director:

- The reward amount for each tip was based on questionable methodology rather than using the structure in the Tipster software program.
- Tip payments were approved based on arrest records and assumptions without local law enforcement's confirmation that the tip led to an arrest.
- The Director approved the professional assistant's timesheets – as she is also his

⁵ Job Description provided by Heartland Executive Director.

daughter; there was a potential conflict of interest.

- The Director prepared requests for reimbursement when it should have been an accounting function.
- There were inconsistent and duplicate billings.
- Cell phone detail of calls was not demanded as part of the AT&T bill.
- Participation in outside business with a Board member – appeared to be a conflict of interest.
- Check numbers submitted on request for payment did not always equal the check that cleared the bank.
- Bank statements were not always provided as supporting documentation.
- What appeared to have been eligible expenses based on monthly recurrence were not always submitted for payment.
- Purchases were made without regard to contract specified bidding practices. The board was advised that a bidder was a sole source provider, when it appeared that that was not the case.
- Weak documentation was submitted for bids for playing cards.

Recommendation:

- Use the Tipster framework to calculate tip amounts.
- Involve law enforcement in determining if an arrest was the direct result of a tip.
- If a treasurer is used to handle the accounting of the Heartland Crime Stoppers, then they should prepare billing information to be used for reimbursement, not the Executive Director.
- Contractual bidding processes should be followed and careful attention paid to sole source requirements if the Executive Director deems the provider so.

- The Chairperson should approve the Professional Assistant's timesheet as well as the Executive Director's. Enough detail should be provided to determine the days and hours that were worked.

Management's Response:

Finding No. 2: The Board did not adequately monitor Heartland Crime Stoppers.

The Board was made up of volunteer civilians who met at least four times during the fiscal year.

From our review, we believe there was very little oversight by the Board in the day-to-day operations of the Program. Minutes from the meetings reflected minimal board involvement.

The Executive Director was responsible for the tip payments; according to the Chairperson, he had blanket approval for up to a \$1,000. While the Board approved the tip payments, there was weak evidence of the approval during the board meetings. The Executive Director sent the Board monthly reports summarizing the number of tips received (categorized: fugitives, narcotics, homicides, robberies, etc.) and the rewards that were approved. For tips that were approved, a brief description was provided on what occurred, i.e. "We received information that a student at ___ school had marijuana" as well as the amount of the reward.

The Board reviewed and approved the reports. However, the Chairperson indicated board members would only respond if there were questions. That rarely occurred as the

Executive Director was entrusted to handle that aspect of the Program.

Recommendation:

- The Board should consider meeting monthly to properly oversee operations.
- The Board should be more involved in the approval of payments for tip rewards.
- The Board should be provided monthly financial statements, including adequate detail, in order to supervise financial and business operations.
- Inappropriate contracts and business relationships should be avoided.
- State bidding guidance should be followed to affect the best negotiated price for goods and services.

Management's Response:

Finding No. 3: There should be improvement in the accounting of Crime Stoppers expenses.

The Crime Stoppers Trust Fund was created to be administered by the Department of Legal Affairs (16.556, Florida Statutes).

Table One shows the Heartland Crime Stoppers budget (grant number 021-10) as approved by OAG in June 2010:

Table One - Heartland Crime Stoppers Budget

Expenses	Amount Approved
Rewards and Public Education	153,992
Operating Expenses	18,250
Salaried Employees	62,000
TOTAL	234,242

Source: Grant No. 021-10

Attachment B of the Crime Stoppers Grant Application for 2010-2011 (Section 8) is the budget section, which is divided into three budget categories: rewards and public education, operating expense and salaries and a budget summary. The items must meet three directives: allowable, necessary, and reasonable.

When reviewing the selected sample of expenses, the following were areas of concern that were noted for the time period of January 2010 through January 2011:

- Statements for Bright House (for Internet and phone service) and TeleCompute (the 800 toll free number service) were not provided every month; OAG was not billed.
- Only a credit card payment confirmation for Bright House was submitted as supporting documentation for July 2010, rather than a detailed statement.
- A TeleCompute invoice submitted in March 2010 was the same one previously submitted in February 2010.
- The September 2010 TeleCompute statement reflected a past due amount, which may inadvertently have been billed and paid twice.
- Timesheets did not reflect when hours were worked.
- The executive director reviewed and signed the professional assistant's timesheets, who is his daughter.
- A credit was erroneously paid.
- No confirmation that advertising was for Crime Stoppers when supporting documentation was not submitted with the invoice.
- Other reimbursements did not provide adequate supporting detail.
- Salary expenses were not consistent.
- Phone and cable bills had personal usage that was in some cases reimbursed when

the personal component could not be substantiated.

- Personal cell line was advantageously included in the AT&T service paid by the State.
- We questioned the necessity and expense for both a smart phone and an air card.
- We questioned the number of playing card decks ordered—10,000.

Recommendation:

- Require supporting documentation for reimbursement requests; a confirmation of payment without supporting details is insufficient.
- In addition to the executive director's timesheet, the Board should approve timesheets for the professional assistant as well.
- Payments for monthly reoccurring charges should be paid within the timeframe it incurred, not months after the fact.

Management's Response:

Finding No. 4: The monitoring process by the grant administrator could be improved.

The Department of Legal Affairs oversees the Heartland Crime Stoppers Program. The grant administrative staff monitor grants recipients for compliance with state law, grant and contract terms, and to ensure goals and objectives are achieved. Desk reviews were performed as well as on-site audit reviews. Monthly reimbursement requests and expenditure reports detailed the requests for Crime Stoppers expenses and were to include supporting documentation.

We noted the following as a result of our review:

- Although the Crime Stoppers staff reviewed invoices, some payment errors occurred in the items we reviewed. Because staff operated out of their personal homes, shared phone expenses and cable/internet expenses were paid which were advantageous to the Heartland Crime Stoppers staff.
- We were unable to conclude upon the validity of tipster payments based on the documentation provided.
- We were unable to evaluate the hours devoted to the Crime Stoppers program by staff based on time reporting format.
- Advertising expenses took many forms and in most cases reviewed, an example of the advertising medium was not provided as substantiation of the expense.

Recommendation:

- Crimes Stoppers monitoring staff should review invoices presented for payment more thoroughly and prepare summary spreadsheets such that duplicate payments can readily be detected.
- Recommendations for rewards should be supported by law enforcement and arrest information should be included when it doesn't compromise criminal intelligence or violate laws protecting the identity of children.
- The timekeeping function should be broken down into days/hours worked and the timesheet should be signed by the Board.
- Heartland Crime Stoppers should provide monitoring staff with examples of advertising product or provide affidavits of airtime when using radio spots.

Management's Response:

Finding No. 5: The role of the Treasurer could be stronger and more defined.

During 2010, a Lakeland accounting firm acted in the capacity of a treasurer and also provided booking services for Crime Stoppers. For the audit period, they volunteered their services and were not reimbursed.

A treasurer is typically the officer assigned the primary responsibility of overseeing the management and reporting of an organization's finances.

In April 2011, the Treasurer was interviewed regarding operating practices and paid 2010 invoices were examined.

The following were noted during our audit:

- It was reported the bookkeeper reconciled the checking account as well as prepared checks for signature therefore affecting no separation of critical duties.
- While the Treasurer signed the checks, there was only one signature on the account.
- Some of the sampled Tip Authorization to pay forms were not signed by the treasurer, rather it appears as if a signature stamp was used.
- The Treasurer did not verify the amount of tips or whether a tipster should be paid.
- A credit was paid as if it was an invoice.
- It doesn't appear as if informative, financial reports were given to the board to review.

- In addition, requests for reimbursement for expenses were prepared by Executive Director or his assistant.

Recommendation: We recommend accounting duties be adequately separated to the fullest extent possible. The Treasurer should review and sign tip authorization forms. Heartland Crime Stoppers should consider adding arrest information to the tip request for payment when not violating the integrity of client information such as with minors or compromising ongoing criminal investigations.

Management's Response:

Finding No. 6: Methods involving the approval and calculation of rewards could be improved.

Local Crime Stoppers programs area non-profit organizations led by citizens against crime. Some Crime Stoppers programs offers cash rewards of up to \$1,000 to persons providing anonymous information that leads to the felony arrest of criminals and fugitives. Information is received through anonymous Crime Stoppers tips that are received through a secure tips line or through a secure web connection manned by a professional program coordinator. Each caller is assigned a code number for the purpose of insuring anonymity.⁶

Table Two shows tip/reward information from previous grant years.

⁶ Crime Stoppers USA.

Table Two – Summary of Previous Activity

FY Year	# of Tips Written	# of Rewards Approved	# of Rewards Paid
06-07	1910	253	168
07-08	2361	403	324
08-09	1953	255	201

Source: Attachment B - Grant Application 2010-2011

Tables Three and Four show the guidelines used to determine the reward amount as per the Executive Director.

Table Three – Guidelines for Reward Amounts

Charge	Reward Amt
1 st Degree Felony	750
2 nd Degree Felony	500
3 rd Degree Felony	300
1 st Degree Misdemeanor	200
2 nd Degree Misdemeanor	100
Capital Cases	1,000

Source: Heartland Executive Director

For tips involving campus/schools:

Tip Four – Guidelines for Reward Amounts Involving Schools

Charge	Reward Amount
Narcotics	100
Weapons	100
Theft	50
Truancy	25
Cigarettes	25
Alcohol	25

Source: Heartland Executive Director

When reviewing the selected sample of tips and rewards, the following were areas of concern that were noted for the time period of January 2010 through January 2011:

- The executive director had too much discretionary authority with approval of tips and the amount to be paid.
- Theoretically, the reward payout requires approval from the board, but the monthly reports sent to the board were

general and did not provide enough information to definitively link an arrest to a particular tip in many cases.

- There was no formal approval by the Board, rather implied acceptance, once the reports were sent by e-mail. Board director meeting minutes did not give enough detail to trace approval of specific tips by the board.
- The treasurer did not substantiate the amount of tips paid.
- There was no formal confirmation process with law enforcement of a tip leading to an arrest, rather a general review of the timeframe of the arrest and if it appeared reasonable, the tip was paid. Any given tip, because of generalities, was difficult to trace to an arrest, based on the way the name was spelled, multiple people by the same name, when an arrest took place, whether the intelligence is worthy of a payment – there was discretion involved.
- A board member stated the executive director had blanket approval up to \$1,000. At least one other law enforcement agency uses the Tipster program to generate tips ranges.

Recommendation:

- More involvement by the board—provide more detailed reports with showing connections between tips and arrests.
- Incorporate the use the Tipster program to reward amounts.
- Seek law enforcement involvement for arrest verification.

Management's Response:

Finding No. 7: Proper bidding procedures should be followed and potential conflicts of interest should be avoided.

The appearance of nepotism and conflicts of interest can create negative publicity or diminish the public's trust. Without properly adhering to the bid process, there was no reassurance that the rate paid was the best possible one available.

We noted that bidding rules and guidelines were not adhered to and the supporting documentation provided was insufficient.

The Director provided sample printouts from companies who create decks of playing cards. While the prices and rates were included, the information was general rather than bid specific. Of the three bids provided, only one was dated, on letterhead, was addressed to the Director, and was signed by a representative of the company; it also included a full description of the products. This one appeared to be an actual quote versus an advertised flyer.

Effective Playing Cards was managed by the Director's friend and former brother in law. Timesheets were submitted to the Office of the Attorney General as supporting documentation for salary reimbursement. The Chairperson of the Board approved and

signed the timesheet for the Executive Director, who in turn approved the Professional Assistant's timesheets. The appearance of a conflict occurred as the Assistant is the Director's daughter.

Even though a subcontractor may not be considered a public official, the nepotism rules could still be applied.

We also learned that the Director and the Chairperson were involved in a company called RedLine Solution, holding the position of vice president and president, respectively.

Recommendation:

Proper bidding procedures should be followed.

Potential conflicts of interest should be avoided; family members should not employ relatives.

Involvement between the Board member and the Director with outside partnerships should be disclosed to the Board. Any conflicts of interest should be avoided when possible.

Management's Response:

Inspector General's Statement

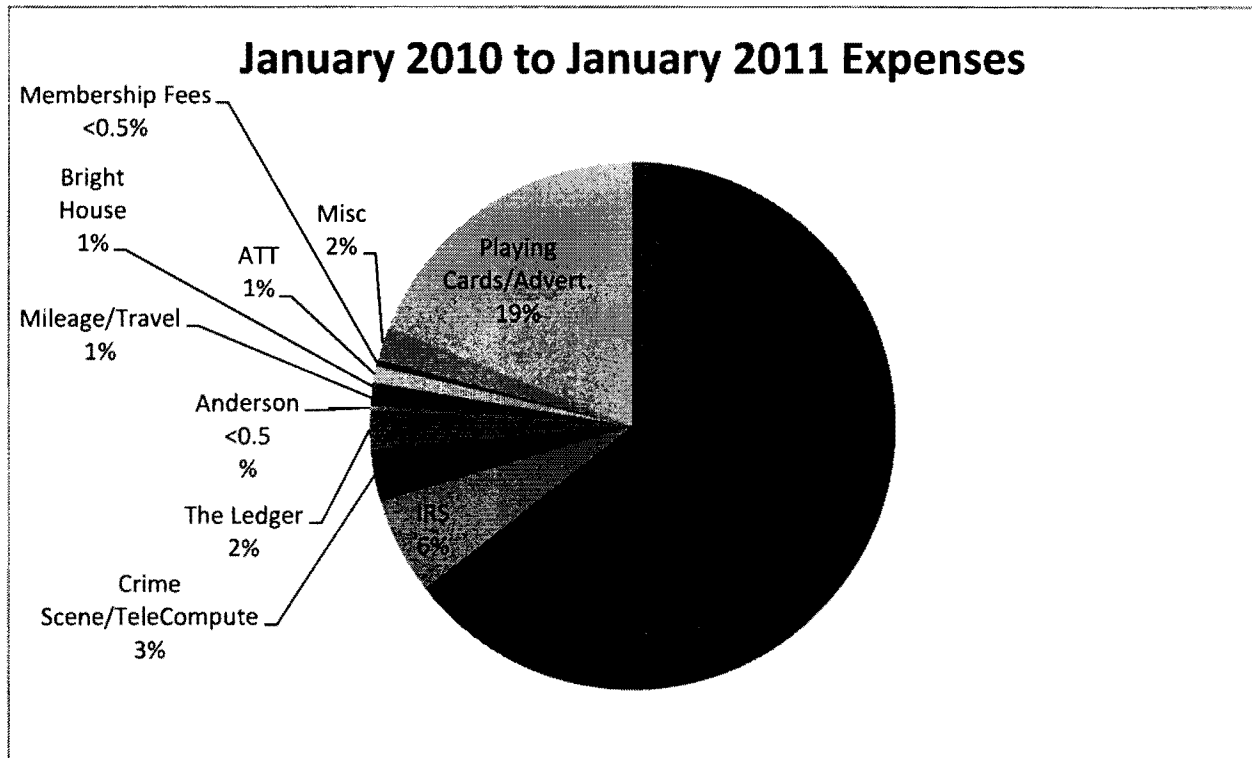
This engagement was conducted pursuant to Section 20.055, F.S. in accordance with *The International Standards for the Professional Practice of Internal Auditing* and with *Generally Accepted Government Auditing Standards* as appropriate. This engagement was conducted by Judy Goodman, CPA, CIA, Director of Auditing; and Linh Trang, CGAP, Investigator/Auditor.

The Office of Inspector General would like to thank management and staff for their assistance and cooperation extended to us during our audit.

Sincerely,

James D. Varnado
Inspector General

ATTACHMENT A



Source: Actual Expenses

<i>EXPENSE</i>	<i>AMOUNT</i>
Anderson	\$523.95
Membership Fees	800.00
Bright House	929.69
Mileage/ Travel	1,796.62
AT&T	1,949.80
Misc.	3,970.98
The Ledger	4,724.00
Crime Scene/ TeleCompute	6,193.03
IRS	11,761.53
Playing Cards/ Advertisement	37,025.27
Employees' Salaries	52,304.26
Rewards	73,800.00
TOTAL	\$195,779.13

Source: Actual expenses

ATTACHMENT B

	<i>Budget 2010-2011</i>				<i>Budget 2009-2010</i>		
Item	Amount	Quantity/ Months	Total		Amount	Quantity/ Months	Total
<i>Rewards and Public Education</i>							
Rewards	7,000	12	\$84,000		6,500	12	\$78,000
Tip Lines	51	12	612		50	12	600
Answering service/Telecommute Fees	375	12	4,500		375	12	4,500
Tip software	100	12	1,200		100	12	1,200
Brochures	2,000	1	2,000		1,000	1	1,000
Cell Phone	140	12	1,680		140	12	1,680
<i>Program Awareness</i>							
Newspaper	5,000	2	10,000		5,000	6	30,000
Specialty items	15,000	1	15,000		4,400	1	4,400
Door hangers/yard signs	10,000	1	10,000		1,000	1	1,000
Playing cards	10,000	1	10,000				
Posters/banners	10,000	1	10,000				
Fugitive ads	5,000	1	5,000		3,500	7	24,500
<i>Office Expenditures</i>							
Office phone	100	12	1,200		100	12	1,200
Internet line	100	12	1,200				
PO Box	65	1	65		67	1	67
Storage rent	2,200	1	2,200		2,200	1	2,200
Letter head/env.	200	1	200		200	1	200
Gen. office supplies	200	1	200		200	1	200
Vehicle mileage	200	12	2,400		180	12	2,160
Dir./board training	1,000	1	1,000		1,000	1	1,000
Corp. filing fees	85	1	85		85	1	85
<i>Membership Dues</i>							
FACS	500	1	500		500	1	500
Southeastern Crime Stoppers	50	1	50		50	1	50
USA Crime Stoppers Assoc.	350	1	350		300	1	300
<i>Insurance</i>	800	1	800		900	1	900
<i>Travel</i>							
FACS (Feb., June, Oct.)(2 ppl.)	3,000	2	6,000		3,000	2	6,000
Southeastern Regional Mtg.	1,000	2	2,000		1,000	2	2,000
<i>Salaried Employees</i>							
Executive Director	50,000	1	50,000		50,000	1	50,000
Professional Assistant	12,000	1	12,000		12,000	1	12,000
		TOTAL	\$234,242			TOTAL	\$225,742

Source: Heartland Crime
Stoppers Grants